



Lake Forest Civic Center

Report 1: Needs Assessment and Program
Submitted: November 10, 2011



GRIFFIN STRUCTURES, INC.
Program and Construction Managers

**PUBLIC FACILITIES NEEDS ASSESSMENT PROJECT
CITY OF LAKE FOREST, CALIFORNIA**

Report I

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NEEDS ASSESSMENT AND PROGRAM**

**Submitted
10 November 2011**



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INTRODUCTION

THIS PROJECT

Griffin performed a number of services related to certain phases of the Opportunity Study which assessed impacts of designating land uses on properties located within the 65 CNEL noise contour related to closing the El Toro air facilities. These services culminated in reports submitted by Griffin Structures to the City of Lake Forest in March of 2004. One of these reports specifically included a comprehensive City Hall needs assessment and program document, which was accepted by the City as its basis for new facilities planning.

The purpose of this project is to review, validate, and update the 2004 Needs Assessment and Program document to bring the requirements in line with current City policies and practices. Additionally, Griffin was asked to assist the City in its identification of additional elements for the proposed Civic Center. As part of this work, we were tasked with the objective of obtaining opinions from the residents of Lake Forest regarding “optional amenities” at the civic center site that would best serve their needs. This process involved collecting the community’s input through an online web survey and a community workshop. The information collected from the web survey and the community workshop were presented to the City for review, and from an analysis of these results combined with City input and direction, a set of optional amenities was identified by the City. Griffin prepared a projection of space for these selected Civic Center components.

After City review of the quantitative and qualitative facilities needs, Griffin and its architect initiated a design process that provided a conceptual site sketch. Griffin prepared a conceptual statement of probable cost for the project based upon staff approved programmatic information. The costs are based on unit and major component cost factors on high-level design information, and reflect the local construction conditions and bid market as of December 2011.

WHAT IS IN THIS REPORT

This report presents the final square footage space needs for the proposed Civic Center, including its associated functional requirements. These facility programs serve as the basis for designing a conceptual site plan, as well as developing accurate estimates of probable costs for the Civic Center.

This report includes an assessment of the space needs for all of the proposed Civic Center elements, including a Community Center (Meeting Center / Senior Center), Community Policing facility / Emergency Operations Center, Council Chambers / Performing Arts facility, Administrative Offices, and other site elements including parking.

This report also considers the number of workstations to be accommodated in the administrative offices, both at present level and at City build-out. The build-out condition incorporates the assumption that development activities of the City will evolve into ongoing maintenance and updating rather than significant new construction.

The report contains a discussion of space standards used to calculate workstation, conference, and other area requirements; the space standards are presented in detail in Appendix A of this report. From these standards, and the data collected in interviews and on-site surveys of the existing facilities, the space requirements were calculated in significant detail. These details stand as an “audit trail” by which the requirements can be tracked back to their component parts. The detailed data

sheets appear in Appendix B and are discussed, department by department, in the respective section of this report. Space requirements are summarized and presented with proximity requirements and other functional needs.

METHODOLOGY

Our approach has been to use a methodology similar to that undertaken successfully in the preparation of the earlier report, and to use the old report as a base from which to perform this analysis. The work in this report was prepared by the execution of the following tasks:

- 1: Data Collection – Public Outreach and Civic Center Amenities
- 2: Data Collection – Administrative Offices Survey and Interviews
- 3: Projection of Civic Center Amenities and Other Space Requirements
- 4: Projection of Administrative Offices Workstation Counts
- 5: Computation of Administrative Offices Space Requirements

1: Data Collection – Public Outreach and Civic Center Amenities

A web survey was utilized to identify what amenities were most important to the residents of Lake Forest. A seed list was provided to engage residents in thinking about the various opportunities available, and blank lines were left open for additional comments.

A second form of public input was obtained through a publicized community workshop. We provided residents the same survey as used on the City's web site, and then discussed the topics in more detail after each resident had time to complete the survey.

2: Data Collection – Administrative Offices Survey and Interviews

The review and validation of space needs for the administrative offices began with a brief orientation period, including requests to obtain relevant background information related to office organization and existing staff levels. Working with City project managers, we established the functions to be accommodated in administrative offices facilities in the future. We also collected available documents and information related to future staff levels, including such items as long term plans, visioning studies, planning reports, and budgets. In addition, the City's human resource consultant, Ralph Anderson & Associates, provided input into the needs assessment.

The main part of our data collection procedure at the department level involved a multi-part approach: physical survey of spaces occupied, interviews, and use of questionnaires.

Physical survey: An inventory of space usage is undertaken to obtain a baseline of operations today, the numbers and dimensions of workstations in use, operational practices, file and storage volumes (and candidates for alternative storage practices, such as archiving), public counters usage, conference room demand and frequencies, and other critical information.

Questionnaires: Individual questionnaires were distributed to all employees to gather feedback on the existing work place environment and suggestions for future requirements.

Interviews: Always the most critical element in the data collection phase, interviews are held with department representatives to discuss space usage factors and parameters for staff growth. Areas of interest include staff level changes anticipated, organizational issues, office requirements, adjacency relationships, and work flow.

3: Projection of Civic Center Amenities and Other Space Requirements

As noted above, Griffin obtained public input regarding additional Civic Center components and amenities. In executive workshop settings, these were assessed and focused into several specific Civic Center requirements. In a manner similar to the determination of space needs for administrative offices, we developed generalized space requirements for each of these Civic Center components. These results are presented in a later section of this report.

4: Projection of Administrative Offices Workstation Counts

Projection of operations and staff depended largely on the information provided by project managers, department representatives in the interview process, and the staffing consultant Ralph Anderson & Associates. The projections also incorporated possible use of new office and management technologies, computerization, communications, security, and other systems where appropriate.

5: Computation of Administrative Offices Space Requirements

Space is computed by application of appropriate space standards to the projected staff to arrive at space requirements for the workstations and offices in each department. We then add allowances for other areas and functions, including filing and office support, storage, conference rooms, public counters, and the like. Finally, we add an allowance for circulation, lobby areas, atria and special areas, and building access, arriving at a total space requirement for the proposed facility.

Space standards used in the earlier study were re-evaluated by our team and updated to be in line with City practices and policies. These were used as one tool to compute space needs, starting at the workstation and office equipment level, building up to larger rooms and totaled by department. Requirement included the use of shared conference rooms, flexibility of multi-functional areas, centralization of records and files storage, integration of one-stop-shop counters for handling public contact and services, and other aspects of modern administrative office planning.

Space has been tabulated for (a) actual operations (to compare with what is occupied now), (b) required operations (what is needed today), and (c) future operations (what is needed for the future). This allows for blocking or stacking the space needs, examining the implications of alternatives, and examination of changes presented by each scenario.

PROJECTIONS OF WORKSTATIONS / STAFF LEVELS

APPROACH

In order to provide administrative offices that are lasting and functionally adequate for Lake Forest, it is necessary to provide adequate amounts of workstation and support work areas for future staff levels. Our focus is not on staff per se, but on work areas in which this staff will perform their duties and job assignments. Accordingly, our approach has been to focus on workstation counts and the allocation of space for offices, cubicles, and desks. This includes consideration for the long-term future, and allowances for modest contingency and adaptive work environments that may evolve. Other aspects of how we allow for future change, and the needs of an evolving workforce, include workstation space standardization, flexible adaptation of work areas, use of ad hoc communal work spaces, and programmatic guidelines that encourage flexible technologies and adaptable open-work-area layouts. These physical programmatic considerations are addressed later in this report. In this section, we distinguish the number of workstations required for future administrative offices.

Projection of operations and staff depended largely on the information provided by project managers, department representatives in the interview process, and the staffing consultant, Ralph Anderson & Associates (RAA), which was engaged by the City to help identify future staffing requirements and to examine a number of new or alternate ways of efficiently delivering the required City services. The projections also incorporated possible use of new office and management technologies, computerization, communications, security, and other systems where appropriate.

RESULTS

The resulting list of workstation requirements accounts for current and future staffing levels. Coincidentally, the total number of future workstations is essentially the same as the existing number, but with a different distribution of workstations by function.

The exhibit on the following pages tabulates the existing and projected workstation requirements for the Lake Forest administrative offices. In summary the totals are as follows:

	Today	Future
Council/Attorney/City Manager.....	6	7
Management Services (including City Clerk).....	16	18
Finance	6	7
Economic Development / Redevelopment	9	9
Community Services	13	6
Development Services	24	25
Public Works.....	19	21
	93	93
Community Policing*	20	24
	113	117

*Community Policing figures are based on interviews with the Chief of Police Services.

**Exhibit
Projected Workstations for Staff**

Department/Division/Title	Required Today	Required Build-Out	Comment
City Council			
Council Members Workstation	1	1	One shared office for 5 council members
Total, City Council	1	1	
Office of the City Manager			
City Manager	1	1	
Assistant to City Manager	1	1	
Management Analyst	1	1	
Executive Assistant	1	1	
Intern	0	1	
Total, Ofc of City Manager	4	5	
Office of the City Attorney			
City Attorney (contract)	1	1	Provide one shared office for other staff
Total, Ofc of City Attorney	1	1	
Management Services (no City Clerk)			
Administration			
Director and Deputy CM	1	1	Relocated to 2nd Flr Exec. Recpt for build-out
Management Analyst	1	1	
Administrative Secretary	1	1	
Contingency Office	--	1	
Human Resources			
Human Resources / Risk Manager	1	1	
Human Resources Technician	1	1	
Information Technology (IT)			
IT Manager	1	1	
IT CIO (contract)	1	1	
IT Network Analyst (contract)	1	1	
IT Business Analyst (contract)	1	1	
IT Helpdesk (contract)	1	1	
IT intern	1	2	
Total, Mgmt Services (no Clerk)	11	13	
Management Services, Office of City Clerk			
City Clerk	1	1	Relocated to 1 st Flr Public Counter for build-out Relocated to 1 st Flr Public Counter for build-out
Assistant City Clerk	1	1	
Exec. Assistant / Council Liaison	1	1	
Records Specialist	1	1	
Sr. Ofc. Specialist	1	1	
Total, Mgmt Svcs, City Clerk	5	5	

Department/Division/Title	Required Today	Required Build-Out	Comment
Community Services			
Administration			
Director	1	1	
Recreation Program Manager	2	2	
Facilities Maintenance Specialist	1	1	
Administrative Secretary	1	1	
Contingency Workstation	--	1	
Recreation Center Functions			
Recreation Leader	2	--	Assumed to relocated to Recreation Facility
Recreation Coordinator	5	--	Assumed to relocated to Recreation Facility
Sr. Office Specialist	1	--	Assumed to relocated to Recreation Facility
Total, Community Services	13	6	
Finance			
Administration			
Director / City Treasurer	1	1	
Administrative Secretary	1	1	
Contingency Workstation	--	1	
Accounting			
Accounting Manager	1	1	
Accountant	1	1	
Accounting Technician	1	1	
Consultant Workstation	1	1	
Total, Finance	6	7	
Redevelopment / Economic Development			
Assistant CM / Dep. Exec. Director	1	1	
Housing Manager	1	1	
Management Analyst	1	1	
Econ Development Specialist	1	1	
Administrative Secretary	1	1	
Rehab. Loan Consultant (contract)	1	1	
Neighborhood Paint Coord. (contract)	--	--	Shares wrkst'n w/ Rehab. Loan Consultant
Redevelopment Planner (contract)	1	1	
Intern	2	2	
Total, Redevelopment	9	9	
Development Services			
Administration			
Director	1	1	
Records System Administrator	1	1	
Senior Office Specialist	1	1	
Administrative Secretary	1	1	
Records Specialist	1	1	
Intern	2	2	
Building			
Building Official (contract)	1	1	
Building Technician (contract)	1	1	Relocated to 1 st Flr Public Counter for build-out
Building Permit Specialist	1	1	Relocated to 1 st Flr Public Counter for build-out
County Health Inspector (contract)	1	1	2 Inspectors share one workstation
Building Inspector (contract)	2	2	

Department/Division/Title	Required Today	Required Build-Out	Comment
Development Services, Continued...			
Code Enforcement			
Code Enforcement Supervisor	1	1	
Code Enforcement Officer	2	2	
Preservation Technician	1	1	
Contingency Workstation	--	1	
Planning			
Planning Manager	1	1	
Senior Planner	2	2	
Associate Planner	1	1	
Assistant Planner	1	1	
Contingency Offices	2	2	
Total, Development services	24	25	
Public Works			
Administration			
Director / City Engineer	1	1	
Management Analyst	1	1	
Senior Office Specialist	2	2	
Administrative Secretary	1	1	
Engineering Services			
Deputy City Engineer	1	1	
Traffic Engineering Manager	1	1	
Principal Civil Engineer	1	1	
Water Quality Specialist	1	2	
Public Works Supervisor	1	1	
Civil Engineering Associate (contract)	1	1	
Engineering Technician	1	1	
Traffic Engineering Technician	1	1	
Maintenance			
Public Works Manager	1	1	
Landscape Inspector	2	3	
Water Quality Inspector (contract)	1	1	
Maintenance Inspector (contract)	1	1	
Observer (contract)	1	1	2 Observers share one workstation
Total, Public Works	19	21	

Department/Division/Title	Required Today	Required Build-Out	Comment
Shared By All Departments			
Note: Space required for the staff listed above are generally tabulated with the needs of each respective department. However, some of the staff listed above are listed separately, under a "shared areas" heading, and under the category of public reception points, counter, and lobby areas. In anticipation of those space tabulations, we list here the staff positions for whom the space needs are separated from the department areas. These workstations are included in brackets here, since they are already counted in the foregoing workstation list for their respective departments:			
1 st Floor Reception / Lobby / Counter – Includes functions for Development Services, Public Works, and City Clerk			
City Clerk Staff			
Senior Office Specialist	--	[1]	
Records Specialist	--	[1]	
Building Department Staff			
Building Technician	--	[1]	
Building Permit Specialist	--	[1]	
2 nd Floor Reception / Lobby / Counter – Includes functions for CM, CA, RDA/ED, Mgmt. Svcs., Finance, & Comm. Svcs.			
Management Services Staff			
Administrative Secretary	--	[1]	
Total, Shared By All Departments	--	[5]	
Grand Totals (without Police)			
Total Workstations	93	93	Includes contract positions with desks.
Community Policing			
Staffing			
Chief (contract)	1	1	Lieutenant
Administrative Sergeant (contract)	1	1	
Administrative Deputy (contract)	1	1	
Public Safety Manager	1	1	
Patrol Sergeant (contract)	1	1	4 Sergeants rotate and share office
SET Deputies (contract)	1	1	2 SET Deputies share office
Crime Prevention Specialist (contract)	1	1	
Community Service Officer (contract)	1	1	
Motor Patrol Officer (contract)	3	4	Shared workstations
Deputy (contract)	9	11	Shared workstations
Investigator (contract)	--	--	
Investigator Assistant (contract)	--	--	
Contingency Workstation	--	1	
Total, Community Policing Staff	20	24	
Grand Totals (with Police)			
Total Workstations	113	117	

ADMINISTRATIVE OFFICES: TOTAL SPACE REQUIREMENTS

APPROACH

The determination of space requirements for the administrative offices are based on an analysis of needs at the component level within each department—including workstations, filing equipment, closets, etc.—which are then accumulated into the requirements at the department level and then for the building as a whole. The departmental requirements and the underlying details are the subject of the next section of this report. Here, we discuss the total net space requirements, the computation of gross square footage of the building, and the overall building functional needs.

SUMMARY OF SPACE REQUIREMENTS

The following exhibit presents a summary of the space requirements computed for each of the Departments, as well as for Shared and Common areas. As noted above, details are presented in the next section of the report.

The exhibit includes a tabulation of the actual existing space occupied, the computation of space requirements for the present level of staff and operations, and the computation of requirements for the future (build-out) level.

- The "actual sq.ft." column is based on plans of the existing administrative offices, updated according to a careful walk-through of the areas now occupied, measured as closely as the approximated scale will allow. Areas are measured from centerline of bounding partition, so that only the final wall thickness is needed to arrive at the total building area, and our requirements calculations are made on that same basis.
- The "required now" column contains calculated figures, based on the current configuration of space and the current workstations. The purpose of this computation is to allow for a comparison of what is actually occupied now to what is needed now, based on our computational methodology. This shows the effects of using the proposed office and cubicle workstation standards, provision of needed storage and work areas, and other drivers on which the computations are based.
- The "required build out" column is similarly calculated, and is the space to be constructed according to this needs assessment analysis. The assumptions of staff and operations on which the future level is based are derived from City information as to City build-out conditions. Consequently the space requirements represent the needs for the long-term future, assuming consistent scope of services and foreseeable technologies and operating practices. Several considerations are further made to allow for new technology, legislated changes, and modern facility utilization. These are noted in the next section of this report.

The total measured net area in the administrative offices with Community Policing today amounts to 36,878 net sq. ft. This compares to a computed present need of 44,581 net sq. ft. of space, a net need of about 21%. The future requirement is computed to be 37,507 net sq. ft., which reflects removal of council chambers to another building, relocation of parts of Community Services to the proposed new Recreation Center, certain centralizations and consolidations, and the additions of various support and work areas as noted in the next section of this report.

Exhibit
Summary of Administrative Offices Space Requirements

Organization	Actual Sq.Ft.	Required Now	Required Build-Out
City Council	6,647	8,300	297
Office of the City Manager	1,261	1,443	1,373
Office of the City Attorney	243	338	338
Management Services (No City Clerk)	1,937	2,141	2,348
Management Services (Office of the City Clerk)			
Primary Office Areas	1,235	2,171	2,134
City Clerk Public Counters	871	930	*
Community Services			
Administrative Offices Core Functions	1,994	1,048	1,090
Administrative Offices Executive Counter / Waiting	527	580	*
Recreation Center Functions	1,280	1,769	**
Finance	1,343	1,315	1,395
Redevelopment / Economic Development	2,017	1,706	1,706
Development Services			
Department Management	1,612	1,393	1,018
Development Services Public Counter	1,218	1,163	*
Building	1,222	1,306	896
Code Enforcement	487	496	576
Planning	1,547	1,405	1,055
Contingency Space	383	413	413
Public Works			
Department Management	1,445	1,059	1,059
Engineering Services	993	1,140	1,346
Traffic Engineering	253	286	436
Engineering Field Services	339	400	480
Shared By All Departments			
Conference, Training, and Meeting Rooms	3,088	3,638	3,638
Copy / Supply Rooms	497	675	1,219
Public Lobby and Reception Areas	***	***	2,114
Ad Hoc Communal Spaces	0	0	1,309
Break Rooms	354	738	763
Fitness Areas	0	0	1,963
Building Lavatories and Janitor	1,118	2,125	2,125
Subtotal, Net Sq. Ft.	33,911	37,975	31,088
Net-to-Gross Addition (using 80% net-to-gross factor)	n/a	9,494	7,772
Gross Sq. Ft., Administrative Offices (no Community Policing)	n/a	47,469	38,860
Community Policing	2,967	6,606	6,419
Net-to-Gross Addition (using 80% net-to-gross factor)	n/a	1,652	1,604
Gross Sq. Ft., Community Policing alone	n/a	8,257	8,023
Total, Net Sq. Ft.	36,878	44,581	37,507
Net-to-Gross Addition (using 80% net-to-gross factor)	7,168***	11,145	9,376
Total Gross Sq. Ft.	44,046	55,726	46,883

* Centralized as "shared" in future.

** Relocated to planned Recreation Center in future.

*** Included with respective departments currently.

**** Actual take-off.

Computation of Net Sq. Ft. and Gross Sq. Ft.

As will be apparent in the next section of this document, the net sq. ft. for each department includes a certain amount of “unit circulation” which accounts for walkways and access through the respective department areas. The departmental net sq. ft. generally corresponds to the space directly occupied and used by the occupants of the building.

To arrive at the total or “gross square footage” of the building, it is necessary to allow for the addition of various mechanical areas, shafts, stairs, main corridors, exterior wall thicknesses, and certain other items. Sometimes building lobbies and main (public) lavatories are omitted in the “net square feet” of a building, and the reader should be mindful that there are different definitions of these terms, depending on the situation. In this case, we have programmed the public lavatories. However, we have not included an allowance for a public lobby, except for the waiting areas around the programmed public counters and reception points. Lobby areas around the building elevators and at the main entry of the building are assumed small, and are included in the net-to-gross addition. If the building is to have a separate and significant lobby, then this must be added.

To arrive at the total gross sq. ft. for the building, we use a “gross-up” factor expressed in terms of the ratio of net sq. ft. to gross sq. ft. (the net-to-gross ratio), commonly called “the efficiency” of the building design. The ratio we have used for the net-to-gross factor is 80%. In addition to allowing for main corridors, elevators and other shafts, mechanical areas, etc., this “gross-up” also contains an allowance or contingency for design and layout.

FUNCTIONAL REQUIREMENTS FOR THE BUILDING AS A WHOLE

Proximities and Relationships

For our terminology, “adjacencies” are the relationships between smaller elements, such as within the department, and “proximities” are the relationships between larger elements, such as between the departments. Essential adjacencies of functions within each department or area are discussed in the next section of this document.

In discussions with the City, it has been determined that the ideal arrangement for the future administrative offices is a two-story arrangement, with the main public lobby on the first floor, and a one-stop-counter serving most public contact requirements. The second floor reception is mainly for executive functions. In addition, the council chambers are to be designed for increased flexibility, to serve multiple civic functions. Accordingly, the chambers areas have been pulled out of the office portion of the administrative offices, and included in a separate site component designed to support a performing arts function as well as council, board, and commission meetings.

The following illustrations summarize the overall relationships between departments within the first floor and the second floor of administrative offices. Note that these “Bubble Diagrams” are not layouts. They are illustrations of important relationships between operational areas, and will be used as a guideline by the Design Team in developing layouts. The relationships should be preserved, to the degree possible; but note that it may happen that not all linkages can be preserved equally in the actual facility. There are many variations of design by which these relationships can be achieved.

The floors are of unequal size as programmed, and consequently there will be an exposed roof area on the first floor. Some of this should be developed as a terrace or balcony serving the staff break room which is programmed on the second floor.

Exhibit Proposed Second Floor Proximity Requirements – Lake Forest Administrative Offices

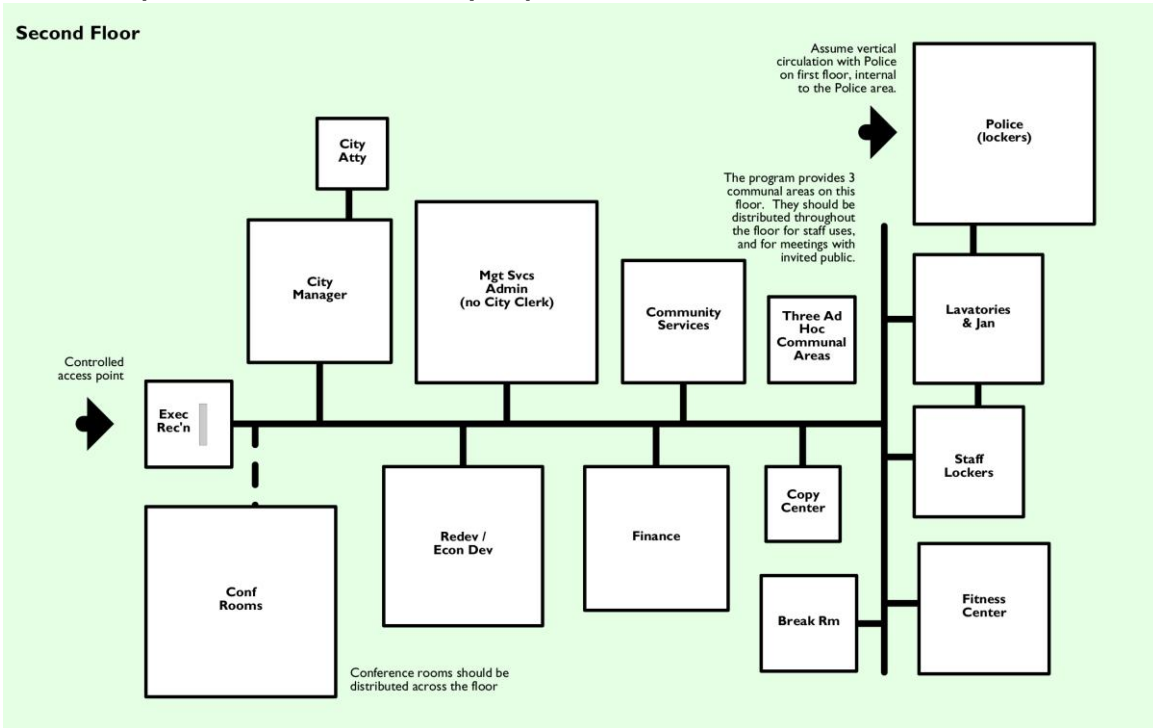
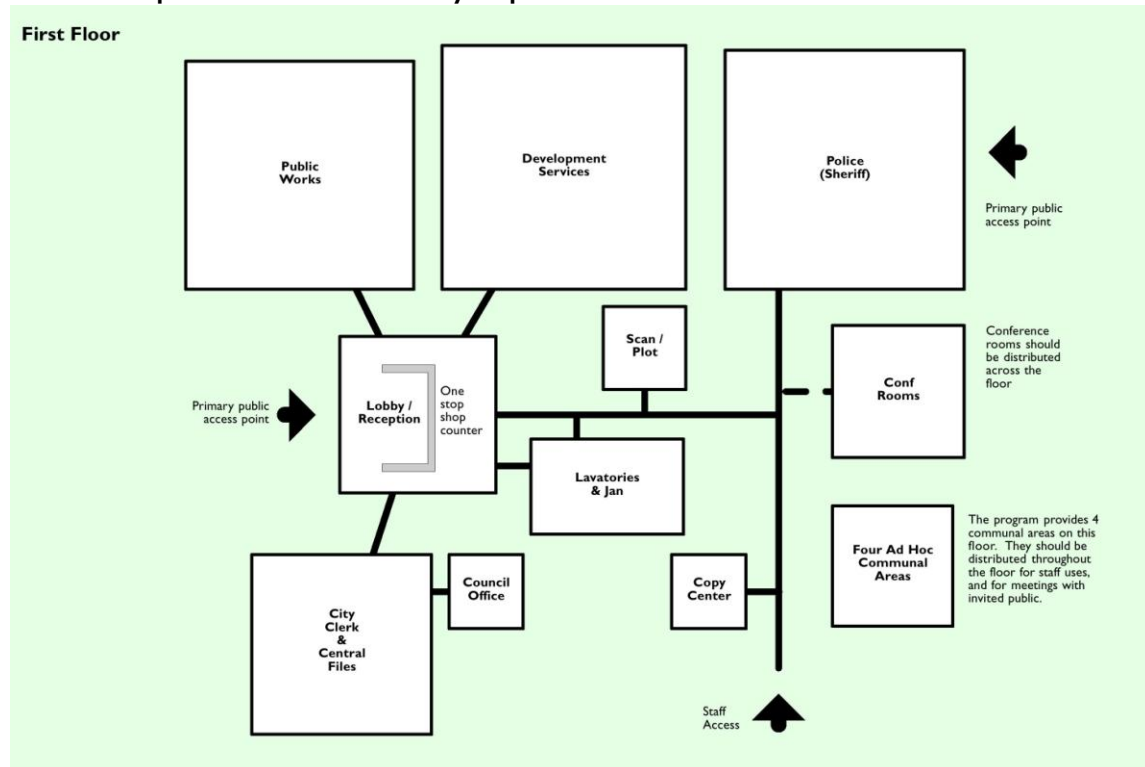


Exhibit Proposed First Floor Proximity Requirements – Lake Forest Administrative Offices



Relationship to Other Buildings on the Site

The administrative offices requirements have been programmed with the understanding that the Civic Center site will contain several interrelated components. These include:

- Community Center facilities which can serve many meeting room needs, including senior services, banquets, and other needs in a flat-floor building
- Facilities that flexibly provide for council chambers in a raked-floor design, in space also usable for performing arts
- Facilities for community policing
- Emergency Operations Center (EOC) facilities
- Administrative offices

The physical relationships between these buildings are addressed in greater detail elsewhere. Generally, the council areas and administrative offices components should be related closely, in order to facilitate access to meetings. The community policing component can be integrated into the administrative offices, but requires its own public access, and has been programmed to have its own public reception point or public counter. Further, the EOC can also be optionally attached to any of these components. It is further assumed that the administrative offices will be near to the Community Center, for overflow public meeting areas, conference rooms, and related activities.

Design Guidelines

General

- All appropriate codes apply, including accessibility requirements of the ADA.
- City guidelines must be consulted as appropriate.
- Major building corridors should be 6' wide, minimum. Other corridors preferably should be 5'6" to 6'0" wide, and must have a minimum width of 5'. Exposed "outside" turns in these corridors should be reinforced (though this may be hidden by design treatment). This is especially true of facility areas which will be occupied by Community Policing.
- Doors passing into public areas should be equipped with side-lights or windows for visibility and safety.
- Doors with heavy, active use should be designed with metal kick plates. Where possible, each door opening onto a major corridor, and especially doors serving larger assembly areas or meeting rooms, should be equipped with a small window or sidelight.
- Wherever rooms have large items of equipment or often produce large volumes of records, the room should be designed with some access having double doors.
- Where it is feasible to do so, unassigned or consultant-assigned future private offices should be located in clusters of two, so that these rooms might be used in the interim as conference space (with the dividing partition omitted at present).
- All lavatories should have locked storage inside or nearby for supplies (paper, soap, etc.) and some provision for adequate capacity in the dispensers themselves.

- Floors in copy rooms, file rooms, storage rooms, and related areas should be designed with washable and durable finishes. Static resistant floors are required in areas where sensitive computer and related equipment are located.
- Rooms and areas with heavy traffic, as well as selected workrooms, should be equipped with durable wall coverings.
- Wherever system furnishings are programmed, it is assumed that the panels will have wire management for power and communications.
- Cabinets in coffee areas should be designed so that coffee makers do not have upper cabinets directly above them, but otherwise designed with as much storage cabinets as possible. All such cabinets should be designed for heavy use and easy cleaning.
- Office work areas of the administrative offices, while inviting to the visiting public, should be designed with office efficiencies and appropriately economical design style.

Building Systems (Communications, Electrical/Lighting, HVAC, Acoustics, Loading, Plumbing)

- General office requirements for good lighting, heating, and air conditioning prevail. The designer must assure that future building systems are fully integrated with other City control systems where feasible.
- All work stations should be wired for computer LAN with a minimum of two CAT 6 ports per PC location. Also a telephone, one computer dedicated duplex power outlet, and one double duplex convenience power outlet. Offices require additional power outlets on opposing or adjacent walls.
- Selected areas such as for system printers and copiers will require a separate computer LAN drop; details should be verified at time of design.
- Large conference rooms and all Department Head offices should be considered for cable TV connection, connected to local cable TV. These rooms also require methods for monitoring events in the Council Chambers, so that staff can be alerted as agenda items are called.
- Computer systems requirements must be verified with IT staff at time of building design.
- HVAC zones should be liberally provided, within sustainable guidelines, and must be approved specifically by appropriate Department representatives. All conference, meeting spaces, and specialized computer rooms should be on an independent zone.
- Consider four (4) levels of acoustic control in the building: (1) general office acoustics, (2) sound attenuation for special equipment, (3) sound insulated rooms (acoustic batt in partitions and above ceiling surfaces), and (4) acoustic isolation for selected rooms. The last of these is assumed to include insulated slab-to-slab construction, sound baffles in ducts, acoustically sealed doors, and insulated penetrations (including outlets and switches).
 - The design team should review the above four (4) types of acoustic control by room with City project managers.
 - It is suggested that level 4 be considered for the City Manager, all department directors, very large conference rooms, and the closed session conference room. Other conference rooms should be level 3.
 - Copy equipment may require level 2 acoustic controls, but this depends on the machine. Some separation from other work areas is needed (distance, low walls, or movable partitions).

- File storage areas (file banks and special file rooms) listed in the program may require extra floor load capability so that high density filing systems can be used either now or in the future. Similarly, all bulk storage rooms require heightened floor load capability.
- Major copy equipment requires both 220v and 110v power, as well as LAN access, for flexibility in future equipment selection.
- Where separate, switchable exhaust systems are provided, the motor should be isolated or acoustically insulated.
- Conference rooms which may have large numbers of occupants, or rooms in which meals may be eaten, may require provision of a separate, switchable exhaust fan.
- Wherever a microwave oven is provided, then provision for a separate, switchable exhaust fan is also recommended.
- Coffee service areas, where programmed, require above-counter power, cold water supply (copper line with shutoff) to a coffee maker on the counter, and a nearby sink with provision for a garbage disposal.
- Where copy or other office equipment is programmed near coffee service areas, the functions must be separated to keep equipment areas clean and dry.

Security and Fire Safety Requirements

- Where door security is required, a card key system is to be used. The control center should be in a secure area near the City computer or telecommunications areas.
- It is assumed that the entire building will be fire sprinkled. Some areas may require nonstandard fire protection systems, such as chemical systems or use of pre-action controls, high temperature heads, integrated pre-discharge alarm systems, earthquake switches, and the like, which will substitute for or add to the traditional water based sprinklers. Areas requiring such systems should be verified with the City project manager. The design should address the concern for plan file rooms and rooms with archive files being exposed to water damage during fire suppression.
- The sprinkler heads should be semi-recessed except where fully recessed heads are required either to prevent accidental damage or release or to achieve special design appearance considerations.
- A separate CCTV security monitoring system may be required for the building, especially for areas used by Police functions. The extent of such a system, and the location of monitors, should be identified at the time of building design. Areas to be camera monitored for security may include exterior doors, parking facilities, secure storage areas, and the main lobby area.
- Selected doors and areas may require security alarm sensors.
- Secure file rooms and rooms with sensitive or difficult-to-replace materials should be located so that risks are minimized, especially risks of water damage from flooding, broken pipes, or other sources.

ADMINISTRATIVE OFFICES: SPACE REQUIREMENTS BY DEPARTMENT

COMPUTATION OF THE REQUIREMENTS

Space is computed by application of appropriate space standards to the projected staff to arrive at space requirements for the workstations and offices in each department. We then add allowances for other areas and functions, including filing and office support, storage, conference rooms, public counters, and the like. Finally, we add an allowance for circulation, lobby areas, atria and special areas, and building access, arriving at a total space requirement for the proposed facility.

Space is tabulated for (a) actual operations (to compare with what is occupied now), (b) required operations (what is needed today), and (c) future operations (what is needed for the future). This allows for blocking or stacking the space needs, examining the implications of alternatives, and examination of changes presented by each scenario.

Space Standards

Space standards are presented in Appendix A to this report. In summary, we have made the following allocations:

Position	Standard	Std. Sq. Ft.	Existing Sq. Ft.
City Manager	PO-11	400	413
Directors / Department Managers	PO-7	270	188 – 291*
Supervisors / All Other Staff Requiring Offices	PO-3s	165	143 – 207**
Receptionist Areas	en-E	80	83-84
All Other Staff Requiring Cubicles	en-C	64	53-65

*Average today for these offices is 238 sf.

**Average today for these offices is 158 sf, but range is quite wide.

It is an easy matter to see the results of different standards, once entered into the computational data sheets. If the City in its review should wish to examine the effects of larger (or smaller) standards, then this can be computed by changing an appropriate reference table in our computer program.

Detailed Data Sheets

A discussion of the conventions, abbreviations, and formats used in the data sheets appears as an Appendix to this document. The Data Sheets are computerized spreadsheets and the format is straightforward: each item is followed by the corresponding space standard, and then, in columns for each Planning Level we identify the quantity and extended value or space required. Comparison to the existing space is made in the column, prior to the start of the planning levels. Items which form sub-categories of space are indented in the "item name" column(s).

Note that each block of required space also has an inner circulation allowance ranging from 10% (for areas with circulation space assumed to be part of the usable area) to 25% for typical areas. These percentages are consistent with the needed space for layout and design, and are also consistent with the experience in the current administrative offices lease space.

The inner circulation allows for department-based circulation and not the main building corridors or lavatories, etc. An example of existing "inner circulation" space is shown on the existing administrative offices space plan, also in an appendix to this document.

DISCUSSION OF ALLOCATIONS

In general, the programmed space follows the planning concepts and plan provided in the existing administrative offices, but we have applied standards to the space assignments and also have made some adjustments to allow for improvements in function. We also provide for the growth assumptions which are identified elsewhere in this document. The following comments describe other decisions made in programming the requirements for each of the department areas.

City Council

Office Areas

- We have programmed an appropriate sized office for the Council to share, which includes a conference area to be designated for informal meetings with public visitors and others.
- The office should contain one desk and one large 5-drawer lateral filing cabinet. Each council member should have secured access to their designated drawer within the filing cabinet.

Council Chambers Complex

- The capacity of the present Chambers is shown at 160 seats, but the geometry of the space is inefficient so that it amounts to less seating than the same space would provide for if in a newer, custom building. The required space is based on a capacity of 175 public seats, using the standard allowance of 15 sq. ft. per seat average. This new seating capacity will also duplicate as seating for a performing arts theater.
- A fixed dais is programmed as part of the multi-functional stage. The dais should be concealed during theater performances, so the designer must consider solutions for disguising the highly technical seating. The remainder of the stage will be used for either City staff (during council meetings) or performers (during theater productions).
- Staff seating will be separate from the fixed dais, but movable so that space is as flexible as possible for multi-use as a theater. There should be (12) twelve seats allocated for the City staff. The City Clerk will need technological accommodations for controlling the timing system at council meetings. An additional (2) two seats are required for staff giving presentations to Council.
- The multi-functional council / theater seating should be a raised raked floor setting. The dais will be located at the back of the stage with a divisible screen or aesthetic solution, which will provide ample room on the remaining stage for theater productions.
- The Complex includes a closed session conference room, public assembly vestibule (for agendas and flyers), hospitality room (coffee, etc.), council lavatories and closet, and storage areas.
- Space is provided for a small "technical controls" room, which can be used to operate local cable television signal feeds. In addition, space for a video recording / control booth is provided for audio/visual controls in both council and theater settings.
- The program assumes that this facility will be supplemented by a Community Center. Thus, round-table seating is not provided here, but in other facilities. We provide for coffee and light-service (or as a workroom for caterers), so refreshments can be served. Additional areas that may be also supplemented by a Community Center include a green room, dressing room, and others.

Office of the City Manager

- This department requires a certain level of discretion and security from other departments. Sensitivity to noise travel, without making the City Manager secluded and unavailable to staff, should be considered in the design.
- A separate work area is provided for an intern, which may be used as future full-time space.
- The existing file room for the City Manager will be relocated to a Centralized File Room managed by the City Clerk. Additionally, a dedicated storage and supply room is provided for the Office of the City Manager and City Attorney.
- A small print/copy area is programmed for this department for production of confidential documents.

Office of the City Attorney

- A shared room is programmed for the City Attorney, which includes a law library that may also double as flexible space in the event that added work space is unexpectedly needed at a future time.
- Department storage is shared with the City Manager as noted above.

Management Services

Administration

- Administrative Secretary is programmed at the 2nd floor Executive Reception Counter, which will be the access point for individuals seeking matters with the City Manager, City Attorney, RDA/ED, Management Services, Finance, or Community Services.
- Department archives are assumed to be relocated to the Centralized File Room managed by the City Clerk. A dedicated storage room is programmed for 2nd floor Management Services staff.
- A contingency office is programmed for future staff or available for consultant use, if and when required.

Human Resources

- Personnel operations areas are assumed to use shared conference areas for interviews (or a private office for one-on-one interviews) or negotiations.
- Training is provided in the training room listed with “shared by all departments” areas.

Information Technology

- The server room is sized using the current room size, in absence of more detailed projections of future requirements; note also that the area is programmed for equipment only in the future, though at present the room also houses the staff and work areas. The room will have mandatory controlled access and floor-to-ceiling walls for fire protection. Room will also need to be kept cool for specialized equipment.
- An adjacent secured work room, for computer repair and configuration, will be next to the IT server room for environmental controls and controlled access requirements. This area is outfitted with a work bench and a window looking into the server room, and can serve as a fu-

ture workspace if another technician is added. A small area is allocated for storage of equipment, including new shipments of equipment.

- Consultant workstations are provided for the specified contract positions.

Office of the City Clerk

- Centralized File Room is programmed as part of the City Clerk's functional space. This space consists of files from all departments including, but not limited to, archives, permanent records, building permits, capital project files, and others. The space is programmed to utilize high-density shelving equipment.
- Within the Centralized File Room, an enclosed fire-secure room is programmed to include documents such as real property records, resolution minutes and agendas, cash securities, and others. This room, as previously mentioned, should have secured access and be fire resistant with a steel door.
- The program includes a dedicated room for Council packet preparation, and is large enough to allow for copy equipment and collating and assembly areas. We assume, however, that the copy equipment will be centralized by floor, so this space can be used for storage of cart(s) which would move the pre-collated materials into this area for assembly.
- The Senior Office Specialist and Records Specialist are programmed at the 1st floor Public Counter as the reception point for individuals seeking matters with Development Services, Public Works, or the City Clerk. The Senior Office Specialist will be the primary workstation at the counter, with the Records Specialist as secondary support, located behind the counter. This will be the central point of access for all public individuals. In the case an individual has an appointment with a department on the 2nd floor; they will be redirected to the 2nd floor executive reception counter.
- A dedicated storage room is programmed for the 1st floor Management Services staff.

Community Services

- Recreation functions are divided on the data sheets into administrative offices and recreation center areas. All recreation center functions are assumed to be relocated from the administrative offices to a newly constructed Recreation Center. These functions are shown on the data sheets in the "required now" column, however they are not included in the "required build-out" column, which is strictly comprised of administrative offices functions.
- Community Services presence at the public counter will be reduced to a kiosk in the lobby for registration sign up and an area for flyers/forms. Since Community Services will be located on the 2nd floor, City Clerk staff on the first floor is assumed to answer or direct questions to the Community Services staff. Management Services staff located at the 2nd floor executive reception will be responsible for directing individuals who seek to meet with Community Services staff.
- Most of the existing storage will be relocated to the Recreation Center; however there is programmed space within the Centralized File Room allocated for Community Services. A dedicated storage and supply room is also provided for department use.
- A contingency workstation is programmed for future staff or available for use by remote staff.

Finance

- A secure file/storage room is provided in the program, which requires frequent access by accounting staff for check stock, confidential files, and other valuables. This department works with confidential files that must be accessible on a consistent basis, therefore centralizing department files is not applicable here. As a result the standard dedicated storage and supply room (provided to each department) is consolidated into this room.
- A contingency office is programmed for future staff or available for consultant use, if and when required. A dedicated consultant workstation is also available for accounting consultants, which are used on a regular basis. These two workstations may be especially useful to accommodate auditors during scheduled audits.
- Printing is assumed to be accommodated in shared copy centers throughout the facility.

Redevelopment / Economic Development

- Open file areas provide space for cabinets below, and counters on top for collating and assembling packets. Additional file space is programmed to alleviate constrained areas, most notably in the housing section.
- One shared workstation is programmed for two part time positions to use: rehabilitation loan consultant and neighborhood pride paint coordinator.
- A dedicated storage and supply room is programmed for the department use.
- A small print/copy area is programmed for this department for production of confidential documents.

Development Services

Overall Department and Administration Areas

- Office allocations are generally in line with the current allocations, with adjustments according to the standards proposed.
- The lobby area is retained at about the current size, as is the counter area, though the layout should be able to provide for more seating if the building entry is appropriately configured. Additionally, space is provided for combined department public counter support, which is discussed in “shared by all departments” below.
- File and equipment areas are increased, based on current filing practices. Some use of electronic file formats may occur in the future, as may some file reductions due to electronic permitting and related systems, but this cannot be ascertained.
- A dedicated storage and supply room is programmed for department use.
- Imaging room and plot / scan areas are programmed to be relocated as part of the shared copy centers. See “shared by all departments” for more information.
- Note that conference space related to the Development Services functions is listed with other conference rooms in the "shared by all departments" program section.
- Where appropriate, work counters have been programmed on top of open file areas for the purpose of laying out plans and documents.

Building

- Staff servicing the public counter are assumed to remain doing so in future projections. An allowance for equipment is programmed to service these work areas, which is shown in detail with the “shared by all department” section of the data sheets.
- Both a plan and final plan storage room are programmed as part of this section. These may be combined as appropriate, but need to be located near the public counter.

Code Enforcement

- A contingency workstation is programmed for future staff or available for consultant use, if and when required.

Planning

- Generally, workstation allocations have been based on job functions, and not on whether the position is contracted or in-house staff.
- Graphic production is programmed to be relocated as part of the shared copy centers. See “shared by all departments” for more information.
- The planning file room is programmed to reduce by 75% through use of electronic backup. The remaining 25% consists of plat files, which are programmed to be relocated to the City Clerk’s centralized file room with other permanent files.

Contingency Space

- Two (2) contingency offices are programmed for anticipated growth as suggested by the OSA. The offices may be dispersed between Development Services and Public Works as needed. They may be used as storage or other uses until filled by staff.

Public Works

- As with Development Services assumptions, file and equipment areas are increased somewhat based on anticipated growth due to anticipated new construction in the City. Some use of electronic file formats may occur in the future, as may some file reductions due to electronic permitting and related systems, but this cannot be ascertained.
- The department file room contains files that are programmed to be consolidated into the centralized file room. Other files within the existing room will be accommodated within a dedicated storage and supply room for the department use.
- A traffic controller and monitoring room is programmed as an expansion plan for the Traffic Engineering section. The room will require some additional technology requirements and should be outfitted to handle the electrical demand.

Community Policing (Contract service provided by the Orange County Sheriff's Department)

- The program assumes that the Lake Forest-based department operations will be integrated into future administrative offices. Functions which are provided at County facilities are assumed to remain there (such as Investigations); however, accommodations (such as lockers and showers) have been provided for the contract staff.
- The department will have an allocated small reception area (as is presently the case). The space may be designed to function after hours, with its own entry directly from the parking areas, so that night operations may be continued independent of other, City-operated functions.
- Most staff is provided open area workstations, with some positions in private offices based on interviews and on review of current practices.
- Lockers are sized based on the staff projection model, which provides for 45% of the contract staff.
- Currently, City Council use the lavatories provided within the Community Policing facilities during night-time sessions of Council. This practice will not be continued. Instead, Community Policing is programmed with dedicated lavatory and shower areas, as they will no longer have an adjacent location relationship with Council.

Administrative Offices - Shared By All Departments

1st floor Reception / Lobby / Public Counter

- As noted elsewhere, a one-stop shop is programmed for the purpose of a central reception point for all individuals with business in the administrative offices. This area is to be located on the first floor and will serve as the reception point for the City Clerk, Development Services, and Public Works. Additionally, this reception point will redirect incoming traffic who are seeking matters that involve 2nd floor department staff.
- The lobby space should include a small kiosk area for Community Services class and event registration. There should also be a rack- or wall-mounted flyer display for all department flyers and information.
- A primary workstation has been programmed to be included as part of the counter space and will be the central point of contact for public visitors. As such, this position (City Clerk – Senior Office Specialist) will direct traffic as necessary. A secondary tier of support workstations are programmed to be situated behind the public counter. These three workstations include (1) City Clerk – Records Specialist, (2) Development Services – Building Technician, and (3) Development Services – Building Permit Specialist. Due to the nature of their positions, public interaction is frequent enough to place them within close proximity of the public counter.
- The program includes a small microfiche room, which should be located next to the public counter.
- The waiting area should provide an efficient seating arrangement that complements the space and City policies.

2nd floor Executive Reception

- As also noted elsewhere, we have programmed an allowance for an executive reception area with the Management Services department. This area is to be located on the second floor as a secured access point for individuals seeking matters with the City Manager, City Attorney, RDA/ED, Management Services, Finance, or Community Services staff.
- The small waiting area should provide efficient seating areas to house visitors waiting to see 2nd floor department staff. Since this is an executive area, the City may choose to provide different furniture than selected within the 1st floor reception area.

Conference, Training, and Meeting Areas

- All conference rooms in the administrative offices areas should be accessible by all departments and not dedicated for any one department's exclusive use.
- Training Room (PC Training) – This room is sized to accommodate 10-12 trainees plus an instructor. Each station requires PC, and the room also requires some provision for support equipment (table for possible scanner, small printer, etc.).
- Additionally, ad hoc communal spaces are programmed (by floor) as a supplement to the conference areas. The spaces may include tables for small meetings, chairs and couches for discussions, or other arrangements the City chooses during the design phase.

Copy Rooms

- The City has an Information Technology plan that has reduced the amount of printing stations across the administrative offices. With that said, one major copy center is programmed for each floor. A pass code may be integrated into the print machines for added security with confidential print jobs. In special cases, smaller print areas are programmed into individual departments where required.
- Also, a larger format print production area is programmed as a shared space for both Development Services and Public Works. This includes large format scanners, plotters, and related equipment.

Fitness Complex

- A small exercise facility is programmed for City staff and Community Policing staff. Lockers and showers are also provided as part of this facility; however lavatories were intentionally omitted as a dedicated space. The lockers and showers should be located adjacent to the public bathrooms, with a secured access entry (key card, pass code, etc.) into the “staff only” areas. In this arrangement, the bathrooms can be utilized by both the public and staff, while providing staff appropriate accommodations necessary for a complete exercise facility.
- Within the exercise areas, special electrical requirements should be available for commercial equipment (treadmills, etc.).

Other Rooms and Areas

- Break Room – The program allows for seating 15-20 persons in the break room (about 15% of the total workstations), but it should be supplemented with ample outdoor areas. The break room will be located on the second floor, so outdoor terraces should be provided. The outdoor areas require suitable dining ambiance.
- Vending Area – A small alcove should be provided for vending machines within the break room.
- The existing administrative offices contain a Senior Center and other areas which serve Community Center functions. The assumption here is that the City will develop a Community Center, and so these special, redundant uses are removed from the administrative offices. Also, the existing Teen Lounge located in the administrative offices is assumed to be relocated into the planned Recreation Center, and as such, will not be included in the future Civic Center program requirements.

SITE AMENITIES / OTHER BUILDINGS ON THE SITE

APPROACH

Civic Center amenities and additional components were discussed by the City Council during a civic center workshop discussion, in City executive meetings, and in a public workshop setting. Based on City planning objectives, results of the public community workshop and web surveys, and other input regarding site opportunities and constraints, a set of key elements were identified. The main results of this process are the inclusion, in current planning for the Civic Center, of the following:

Community Center

- Flexible room arrangements, with meeting areas that support the entire Civic Center
- Flat floors, flexible layout, divisible room arrangements

Council Chambers / Performing Arts Theater

- Council usage is first priority as to lighting, acoustics, technology
- Raked floor

Community Policing Facility

- Direct access to parking areas
- Integrated into administrative offices facility areas for efficient sharing of certain spaces
- Multi-functional EOC included as a support meeting area

Administration Offices

- As programmed, and as discussed earlier in this report
- Two main reception points
 - A one-stop shop counter on the main floor
 - Executive reception on the second floor

Open Areas

- Outdoor activity spaces
- Trail integration
- Inclusion of a theme / or City icon
- Pastoral theme throughout Civic Center
- Indoor / outdoor relationships
- Outdoor function areas: plaza / courtyard
- Walking loop
- Bike racks

Parking

- Some secured
- Drop-off area

SUMMARY OF OTHER BUILDING SPACE REQUIREMENTS

The below table summarizes the space requirements for each of the additional main building components at the Civic Center. In time, a more detailed architectural program will be required, but these outline programs are fully adequate for the development of a site conceptual drawing, and for subsequent preparation of budgetary estimates of probable cost.

These programmed elements were discussed in detail at a City staff workshop and validated as the future space projections. After further review by staff, it was determined that based on anticipated City population, demographics, and programs, an additional 7,200 gross sq.ft. would be required for dedicated Senior Center program spaces. The additional square footage is reflected in the community center table below.

**Exhibit
Summary of Other Buildings Space Requirements**

Component	Room/Area Sq. Ft.	Area Quantity
COMMUNITY CENTER	32,681 gsf	
Community Center		
Meeting Space		
Multi-Purpose Room - 300 person capacity (rounds); w/ circ. Divis. into 3 rms	7,500 sf	x 1
Conference Rm: 12 – 16 person (12 w/ presentation area)	360 sf	x 2
Conference Rm: 8 person	240 sf	x 2
Other		
Kitchen (full service)	1,000 sf	x 1
Staff workroom w/ event office	600 sf	x 1
Lobby	800 sf	x 1
Lavatories	500 sf	x 2
Storage (combined)	1,200 sf	(varies)
Dedicated Senior Areas		
Meeting Space		
Multi-Purpose Room - 175 person capacity (rounds)	4,000 sf	x 1
Activity Rooms and Other		
Arts and crafts room w/ storage	1,000 sf	x 1
Computer Training	400 sf	x 1
Wellness Center / Sr Exercise	1,200 sf	x 1
Office / program area (nurse, counseling, travel)	150 sf	x 1
Kitchen (catering)	1,000 sf	x 1
Reception Area / Senior Lounge (includes small library)	800 sf	x 1
Lavatories	500 sf	x 2
COUNCIL CHAMBERS / PERFORMING ARTS	15,153 gsf	
Main Seating Space		
175 person capacity; with circulation inside the room	4,800 sf	x 1
Dais + Stage	2,000 sf	x 1
Other Rooms – City		
Closed session meeting room	360 sf	x 1
Coffee / lavatory (2) / closet storage	400 sf	x 1
Storage allowance – City uses	200 sf	x 1
Other Rooms – Performing Arts		
Ticket office	120 sf	x 1
Storage / support areas	600 sf	x 1
Technical Control Areas		
Video recording booth	200 sf	x 1
Technical equipment	200 sf	x 1
Storage / Support Areas		
Vestibule / Lobby / Access	1,200 sf	x 1
Lavatories	500 sf	x 2

PARKING REQUIREMENTS

Parking requirements were computed using the two methods described below. The first is based on our estimation of needs using a “demand model” which assesses the occupancies of each building, including the respective assembly and meeting areas. The second is based on Lake Forest parking development codes, although we have been careful to assume adjustments according to when building components will be in use (day or evening). We assume building usages can be posted with appropriate limits on which the code calculations are based. The following Exhibit presents the computed parking requirements.

Exhibit
Estimated Parking Requirements for Proposed Civic Center Facilities

Component	Stalls Daytime	Stalls Nighttime
Calculation Based on Demand		
Administrative Offices		
City Staff (88 staff)	74	0
PD Staff	11	0
City & PD Vehicles	27	19
Visitors	13	0
Community Center		
Seniors (175 capacity estimate)	79	0
Program Staff	4	0
Other Visitors (multipurpose room = 300)	210	210
Other Visitors (meeting room cap = 60)	42	42
Council Chambers / Performing Arts		
Staff / Reserved	5	12
Visitors (room cap = 175)	0	123
Total Stalls Using Demand Model Calculation Method	465	406
Calculation Based on Applicable Parking Codes (restricted time of day usage)		
Administrative Offices	187.5	19.0
Community Center		
<i>Meeting Center Functions</i>		
Assembly Rooms	117.7	117.7
Administrative Office Areas	47.7	56.7
<i>Senior Center Functions (building restricted to daytime use)</i>		
Assembly Areas	94.1	0
Administrative Office Areas	18.7	0
Council Chambers / Performing Arts		
Assembly Rooms	0	60.0
Administrative Office Areas	0	22.7
Total Stalls Using Code Calculation Model	465.7	276.0

As a result of this information, we have used **465** stalls as a maximum capacity planning figure for the conceptual site plan design.

APPENDIX A – SPACE STANDARDS

SPACE STANDARDS

INTRODUCTION

A space standard is defined as a specific square footage allocation for an operation, an item of equipment, or a functional area, to which is added a description of what functions can be performed in that area. Thus, for example, once the functions and activities of a person are known, it is possible to select a workstation and a square footage allowance that are appropriate for that person. The following pages contain a description of the proposed workstation and private office standards, and also related definitions.

Development of Space Standards

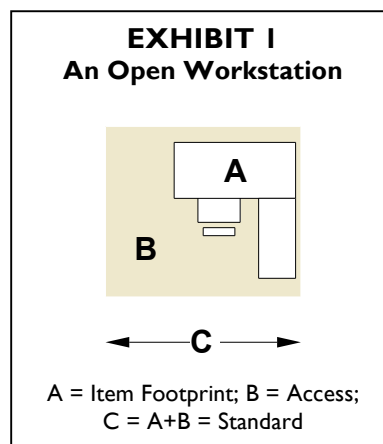
What is Included in the Standard

Equipment standards are based on the item footprint, workspace for operating the equipment (i.e. opening drawers), and access to or around the equipment. Workstation standards are based on the work surface needs (equipment, papers, writing space, reference space, and so on, on the desk or work plane), on filing needs, on bookshelf requirements, and on guest seating. There is a distinction between enclosed (office) workstations and stations in “an open area.”

- For enclosed offices, our standards are measured to the center line of the boundary walls of the room, and include no access space outside. It is assumed either that access will be directly off major circulation networks or that it will be off unit circulation areas provided with other open work rooms.
- For elements in an open area, an allowance for access is added to the workstation footprint in the space standard. Similarly, for panel-enclosed stations, we include an allowance for access in the standard (to account for inner circulation).

Access Around Workstations and Equipment

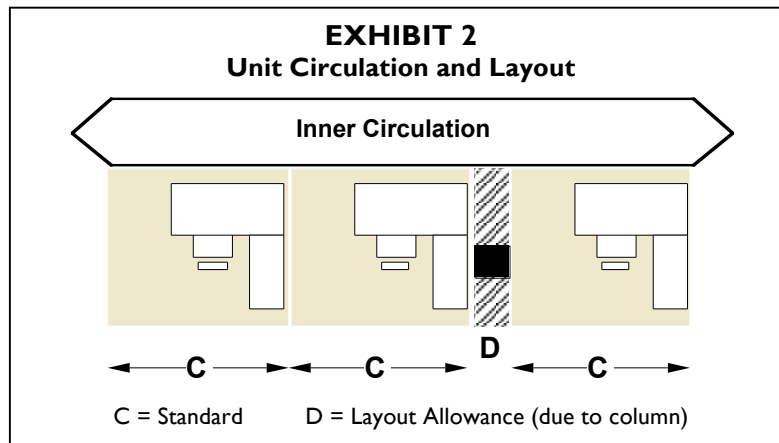
Access is the space around the footprint of the item of equipment and open workstations, and it is used to create side aisles into a cluster of desks, or to allow for opening file drawers, cabinet door swings, and so on. As noted, we include this in the standard allowance for panel-enclosed or for open workstations. The item allowance and access comprise the equipment or workstation standard, as illustrated in Exhibit 1.



Unit Circulation and Layout Factor

Unit circulation is a network of main aisles, generally passing in front of offices or to shared work areas. An additional factor sometimes must be added to account for layout variances, which in the amount of space required to account for non-rectilinear design, design features which are peculiar to a given plan or existing facility, including such factors as disproportionate number of offices, column placements, design flexibility, extra sense of openness, and so on. Generally, however, we include the layout factor in the unit circulation allowance rather than accounting for it separately.

Exhibit 2 illustrates these separate concepts: item space allowance, access, total standard, circulation, and layout. It shows a series of workstations, an area for "circulation," and an extra need for "layout" contingency due, in this case, to the location of a building column.



Computing Building Circulation, Core, and "Gross" Square Footage

The estimated net square footage needed equals the sum of the required standard areas, the unit circulation, and the other factors described above.

To estimate the size of (gross) building floors, it is necessary to add further allowances for the major circulation areas, mechanical areas, and building core. These additions are based on typical percentages encountered in actual building experience, and the ratio of total net to total gross square footage on an entire floor (or entire building) is the assumed "efficiency" of that floor (or building). The following definitions are repeated for reference:

- Assignable Net Sq. Ft. — This is the usable area less the unit circulation. It includes (a) the area of rooms or offices, (b) the open areas by or "footprints" of desks, equipment, and so on, (c) the access area around such furniture or equipment (unless this is part of the "unit circulation" aisle).
- Core (of a building) — The core of a building is the generally central group of support spaces which serve the building as a whole. These spaces include, (a) elevator shafts, (b) stairwells, (c) electric rooms, (d) fan rooms, (e) elevator lobbies and major corridors, (f) janitorial closets, (g) central or general use lavatories, and (h) other shafts or penetrations of the floor slabs.
- Efficiency — The efficiency of a building is the ratio of net sq. ft. to gross sq. ft., usually expressed as a percentage.

- **Gross Sq. Ft.** — The (interior) gross square footage of a building is the sum of the gross sq. ft. on each floor, which is measured to the outside finished surface of the permanent outer building walls. Basements, mechanical equipment areas, penthouses, etc., are all included. Note that this is sometimes referred to as the "construction area." This definition is based essentially on the Building Officer and Manager Association (BOMA) definition.
- **Inner Circulation** — This allowance is added inside rooms or areas to provide needed access to equipment or work stations that are listed there, especially when it is judged that the total allowance for access which is part of the items' space standard will otherwise be insufficient for proper layout.
- **Major Circulation** — This area typically consists of stairwells and corridors defined by fire-rated partitions and in a multi-tenant building is that corridor space which is shared by all tenants. "Major circulation" is excluded from the "usable area."
- **Net Sq. Ft.** — This is the same as usable area in this report. It equals assignable net sq. ft. plus unit circulation areas.
- **Rentable Area** — The total rentable area of a floor is computed by measuring to the inside finish surface of the dominant portion of the permanent outer building walls, excluding any major vertical penetrations of the floor. (This is taken from the BOMA definition.) Thus, stairwells, shafts, and elevators are excluded, as well as their bounding walls. Rentable areas include usable area, major circulation, and that part of the core which "has a floor."
- **Total Building Area** — This may be larger than the gross sq. ft. of the building (but never less) and includes any balconies, constructed covered areas which are part of the building but exterior to it, and the like. We generally do not compute a Total Building Area beyond the Gross Sq. Ft. figure, unless these elements are essential to the functional requirement. Outdoor elements are usually treated as separate items in this report.
- **Unit Circulation** — This area is equal to the walkways and defined aisles within the usable area. Access space around open-area desks and equipment is not included, unless it is overlapped with such well-defined aisles.
- **Usable Area** — The usable area of a floor is computed by measuring to the finished surface of the office side of the major circulation corridors or other core walls, and to the inside finish surface of the dominant partition of the permanent outer building walls. (This is taken from the BOMA definition.) Within this, separate usable areas are measured to the center-line of any separating walls.

Space Standards Presented Here

Space standards are presented for the following types of areas:

- Workstations – Private Offices
- Workstations – Traditional Open Stations
- Workstations – Systems Furnishings
- Open Area Equipment
- Conference Rooms
- Other Rooms and Areas

WORKSTATION STANDARDS — PRIVATE OFFICES

Private office standards are designated by the letters “PO” and are in most cases defined as having floor-to-ceiling walls and a door. The walls may be partially glass or may be equipped with pass-through openings, but such refinement considerations are noted in the program notations and not in the standard allowance itself.

We also provide for some private offices to be shared by two or more persons, and adapt the private office allocations to “shared” private office standards where needed. In this case we generally use the symbol “SPO” rather than “PO.”

EXHIBIT 3 Private Office Standards

Symbol	Space Std Ftp't/Acc's/Tot'l			Typical Assignment	Typical Furnishings
PO-1	90	--	90	Not assigned	Desk and chair, file, seating for 1-2 guest. Often may not be a full height office.
PO-2	120	--	120	Not assigned	5' Desk and chair, credenza or back table, file, seating for up to 2 guests.
PO-3	150	--	150	Not assigned	5' Desk and chair, credenza, 2 guests at desk, side seating for up to two persons.
PO-3s	165	--	165	Supv/Mgrs, Analysts	6' Executive Desk and chair, credenza, 2 guests at desk, side seating for up to two persons. May include cabinet or file storage.
PO-4	180	--	180	Not Assigned	Like PO-3s, but larger to accommodate more filing and seating as may be required. Seats up to 4 guests.
PO-5	210	--	210	Not assigned	Executive desk and chair, credenza, 2 guests at desk plus side seating for 2 or small conference table.
PO-6	240	--	240	Not assigned	Executive desk and chair, credenza, 2 guests at desk plus side seating for 4 or small conference table.
PO-7	270	--	270	Directors / Dept. Mgrs	Executive desk and chair, credenza, 2 guests at desk, club seating for 4-6 or conference table.
PO-11	400	--	400	City Manager	Executive desk and chair, credenza, 2 guests at desk, club seating for 4 plus conference table.

Illustration – Private Office Standards

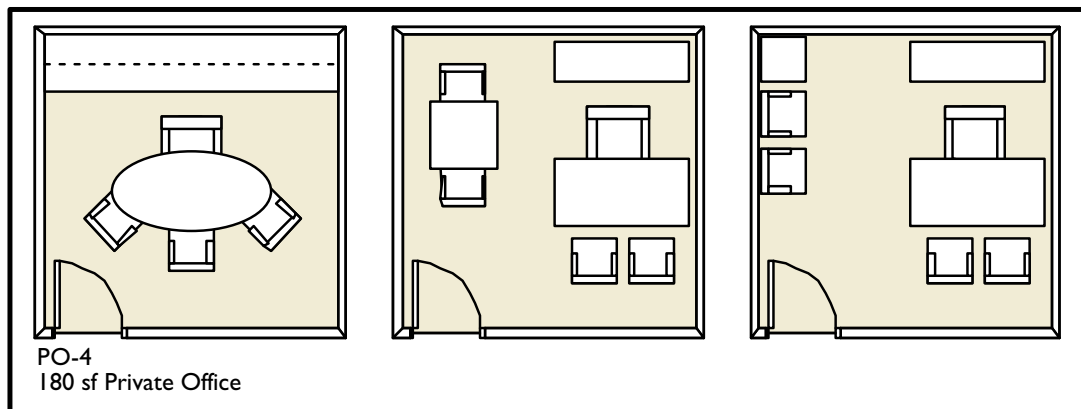
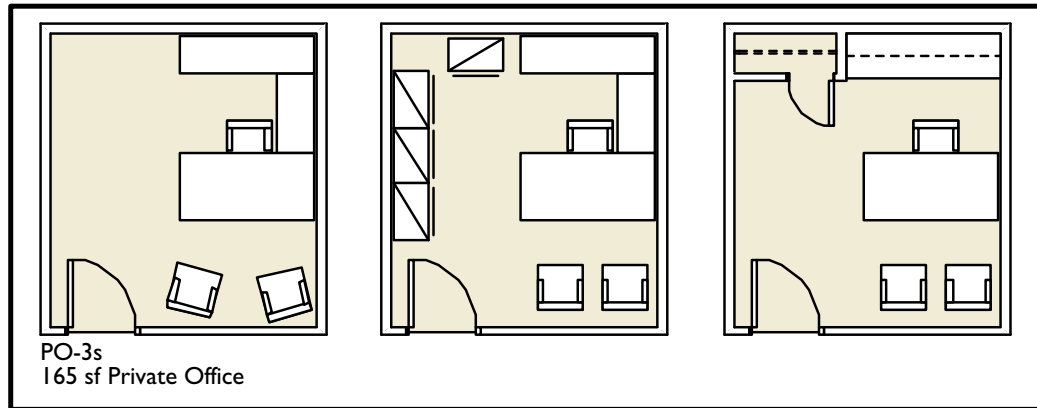
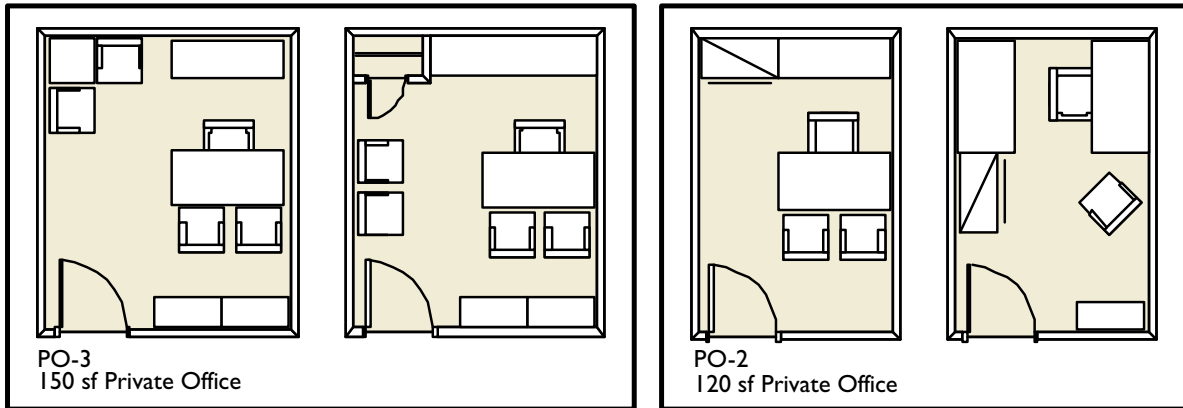


Illustration – Private Office Standards

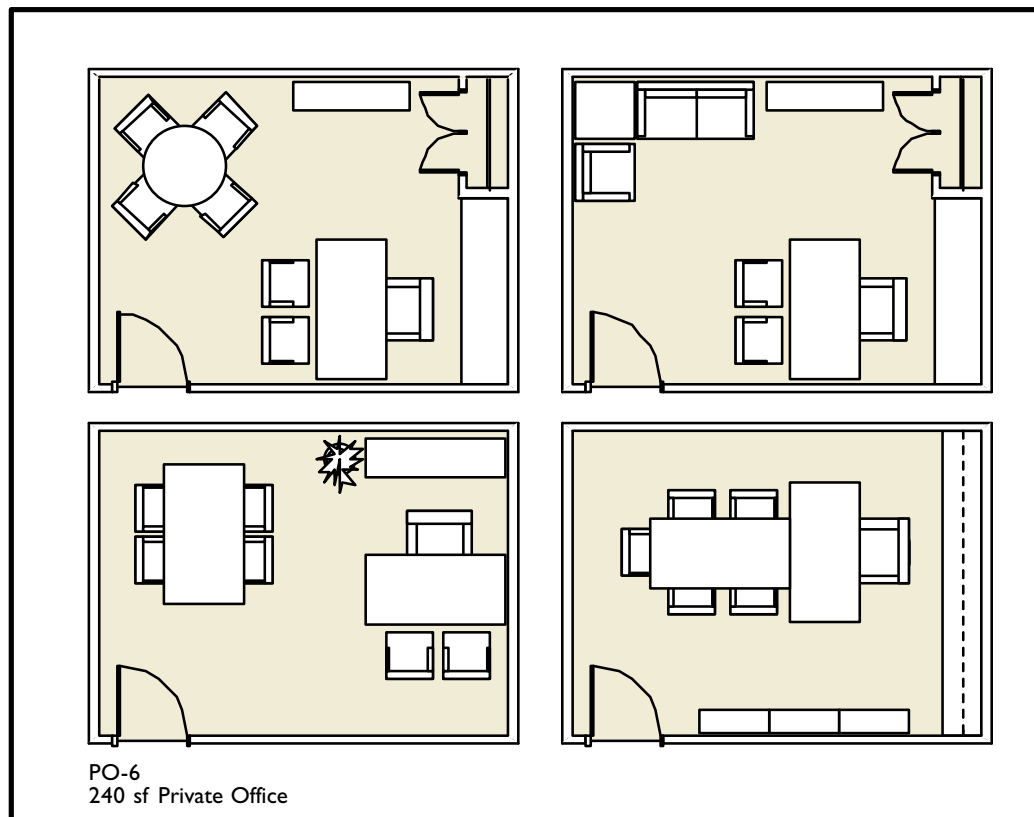
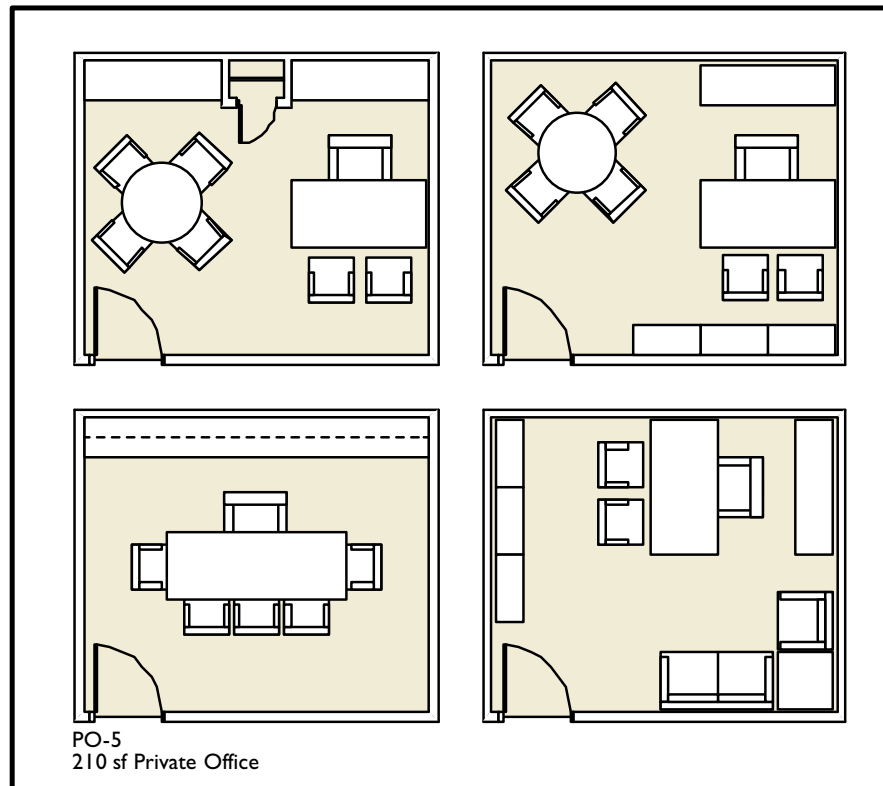


Illustration – Private Office Standards

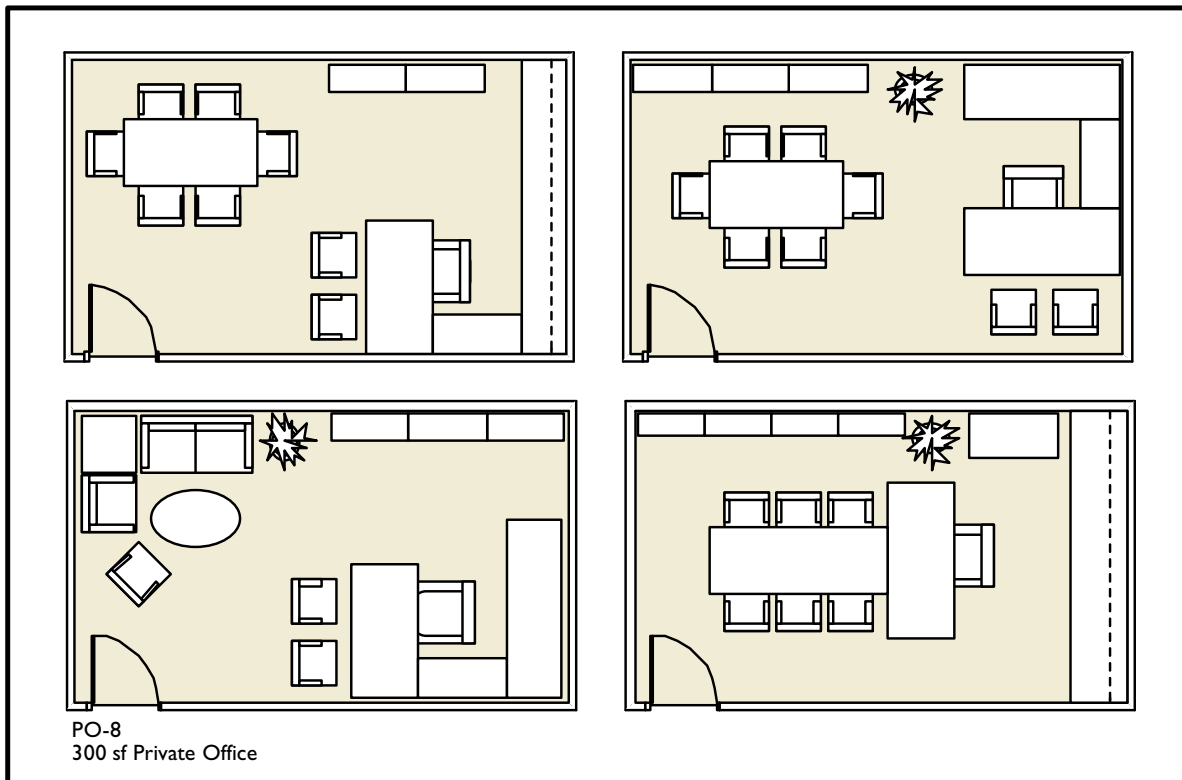
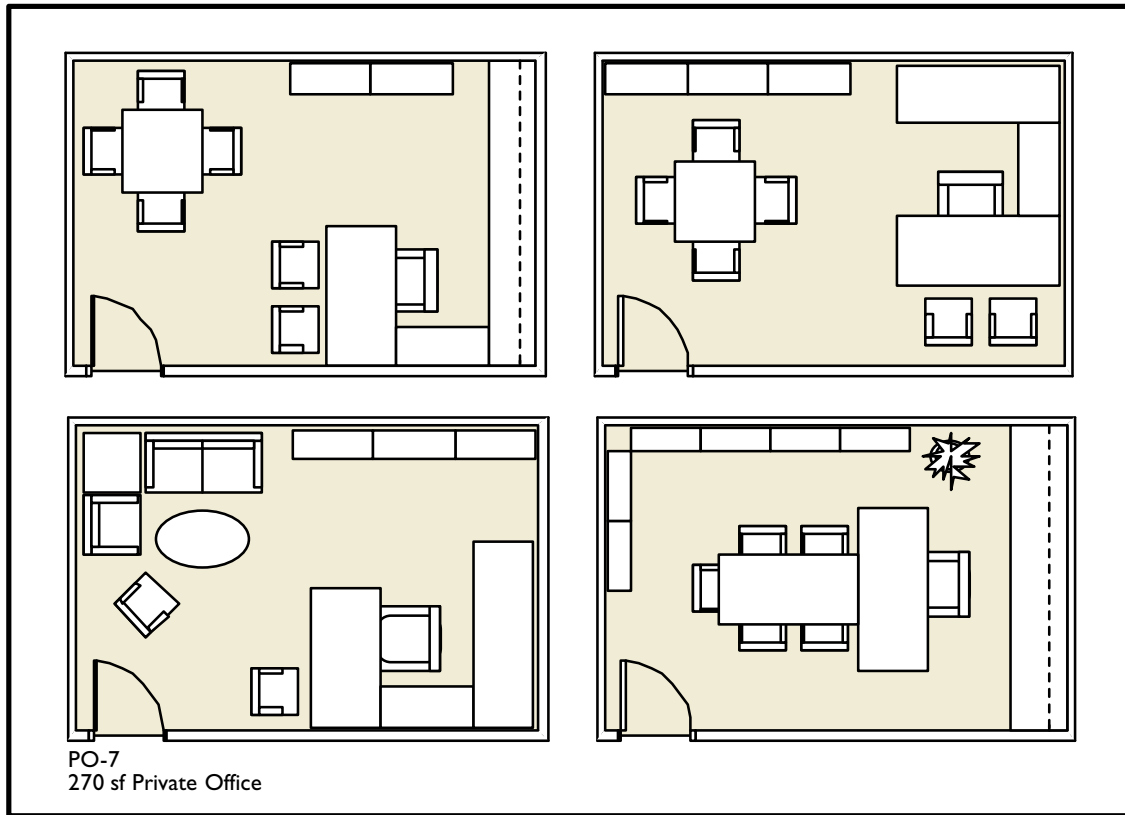


Illustration – Private Office Standards

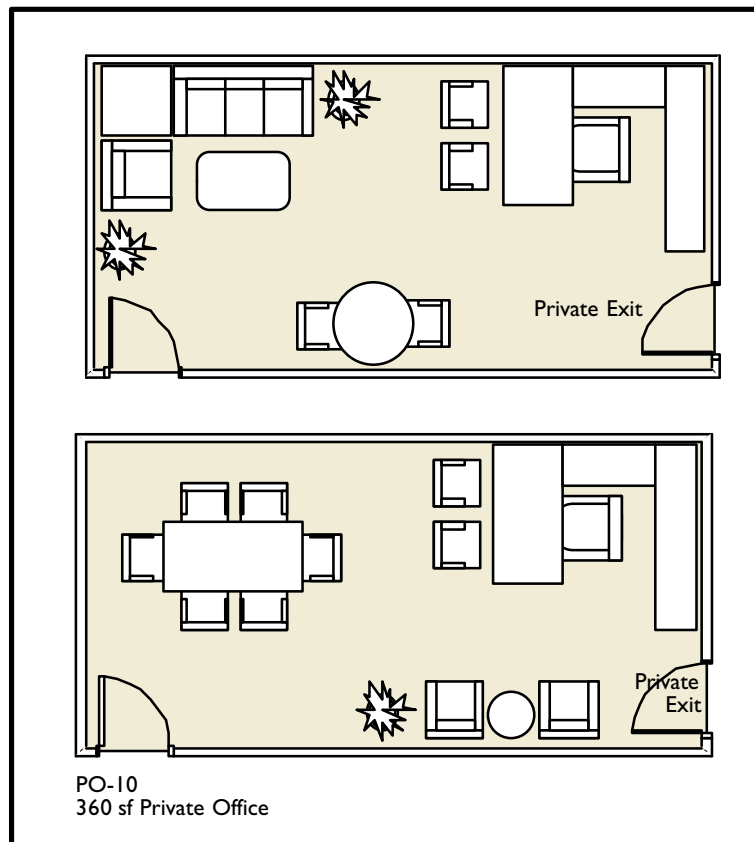
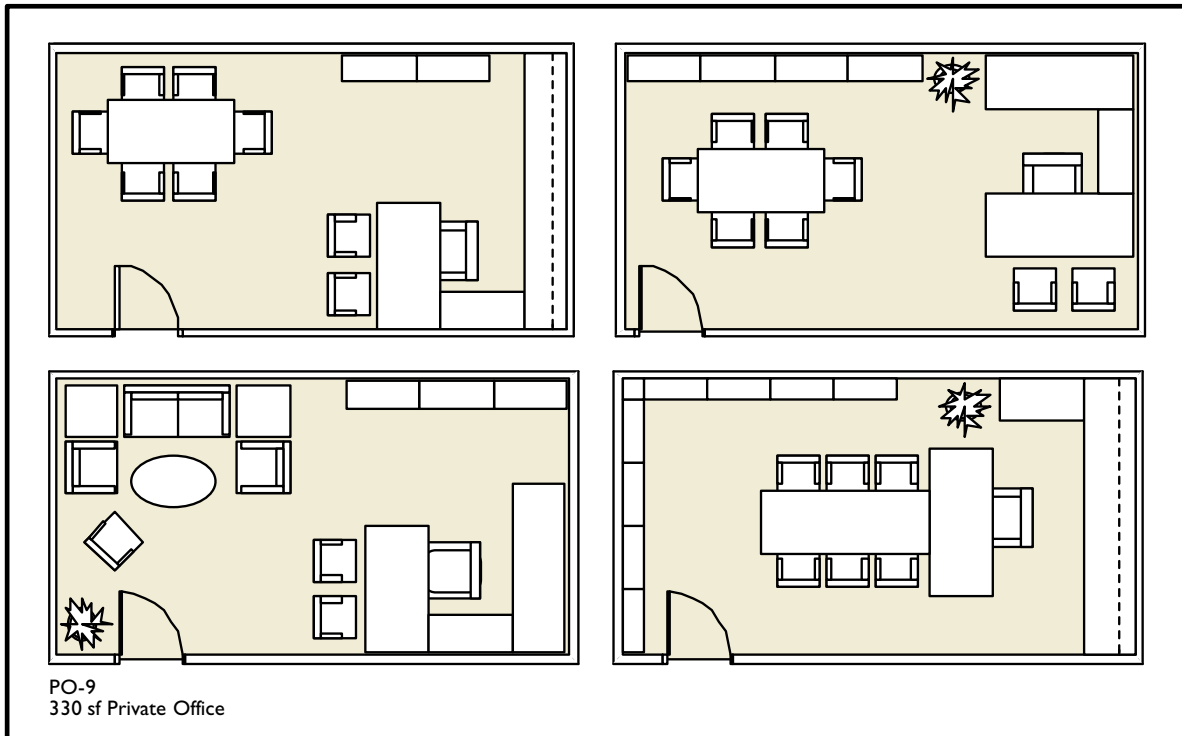
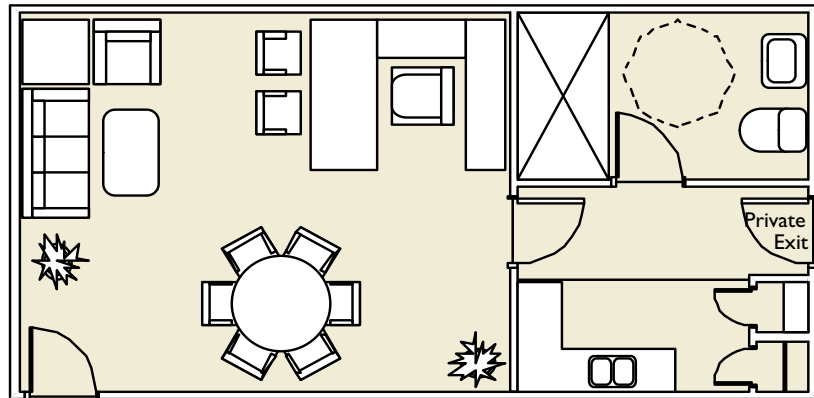
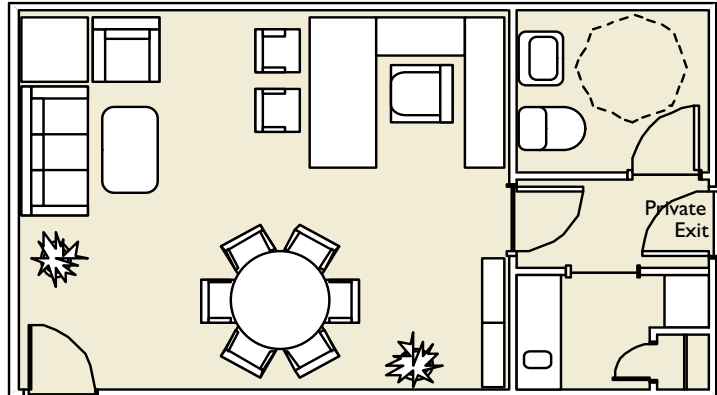


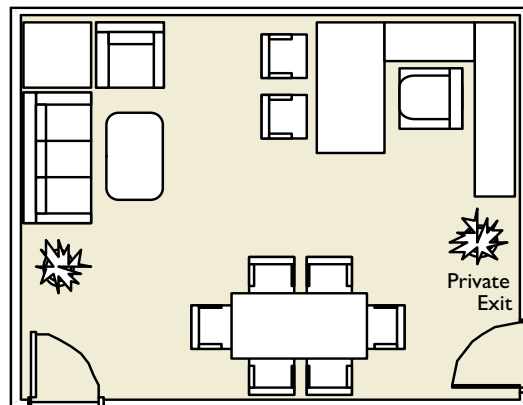
Illustration – Private Office Standards



PO-II
400 sf Private Office

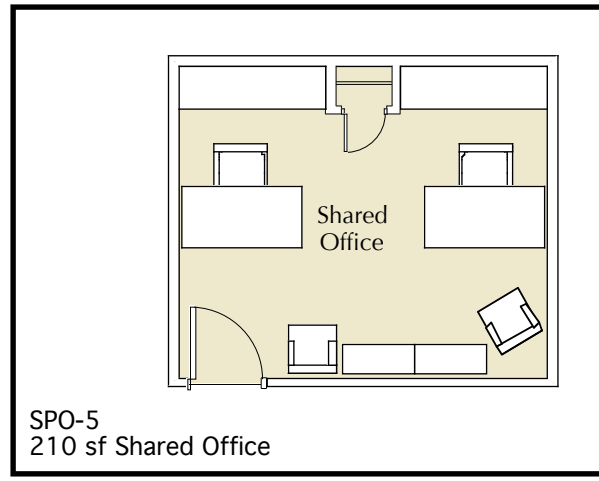
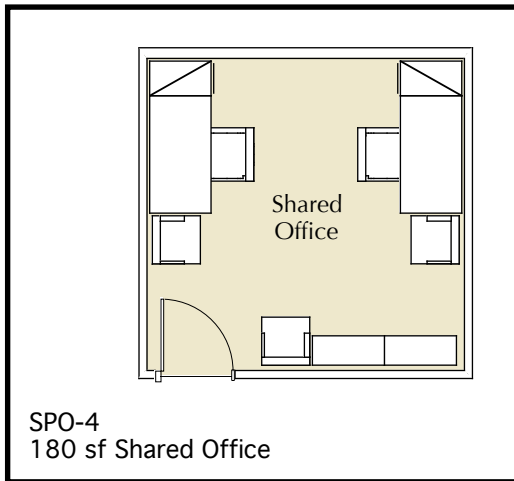
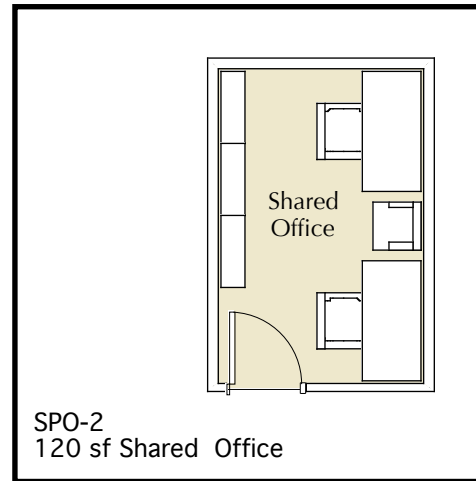
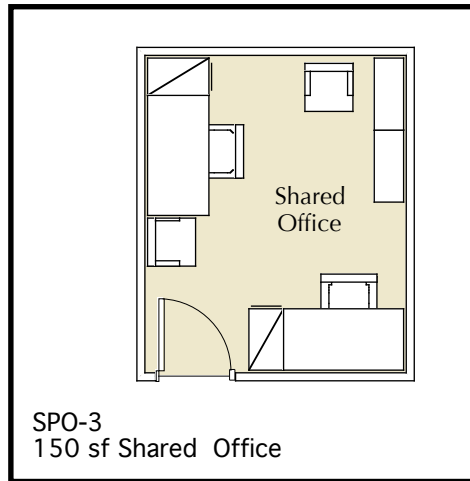


PO-II
400 sf Private Office



PO-II
400 sf Private Office

Illustration – Private Office Standards – Shared Offices



WORKSTATION STANDARDS — SYSTEM WORK STATIONS

The enclosures in an open furniture system are generally structural; that is, the panels carry the weight of surfaces, storage modules hung on the wall, and so on. The panels usually also have built-in chase-ways for electrical and communications lines (data and telephone), as part of an integrated wire management design. System work stations are designated by “en” which begins the symbol for the standard. The “en” is followed by a code which is associated with a particular square footage allowance based on the enclosed area of the workstation which is adjusted upward to allow for the addition of appropriate aisles and access (shaded in the illustrations and included in the "Total SF" column).

The following Exhibit summarizes the space standards allocated to system (cubicle) open area workstations. Note that it is possible to program the space with the footprint number and then add later the circulation and access for the whole unit. Or, it is possible to allocate each workstation with its access. When programmed using the larger figure, we denote the standard with a “+” symbol and use the “Tot’l” size below, which is larger than the cubicle enclosure by itself.

EXHIBIT 5
System (Cubicle) Open Workstation Standards

Symbol	Space Std			Inside Dimensions	Typical Assignments
	Ftp’t	Acc’s	Tot’l		
en-A	36	24	60	6' x 6'	Not assigned
en-B	48	30	75	6' x 8'	Not assigned
en-C	64	31	95	8' x 8'	Majority of staff in cubicles are assigned this space
en-D	80	35	115	8' x 10'	Sr. Office Specialists located in reception points
en-E	96	39	135	8' x 12'	Not assigned

Note that there are alternative configurations that a given standard can have, so that, for example, an “en-xx” space allowance can accommodate different work requirements. Also note that these allowances are generic, in that no one vendor is used. Different vendors may have various dimensions and components available in a system line.

The following pages provide illustrations of dimension assumptions and of clusters of typical variations, as well as common conference spaces and reception stations developed with systems furnishings.

Illustration System Standards Array

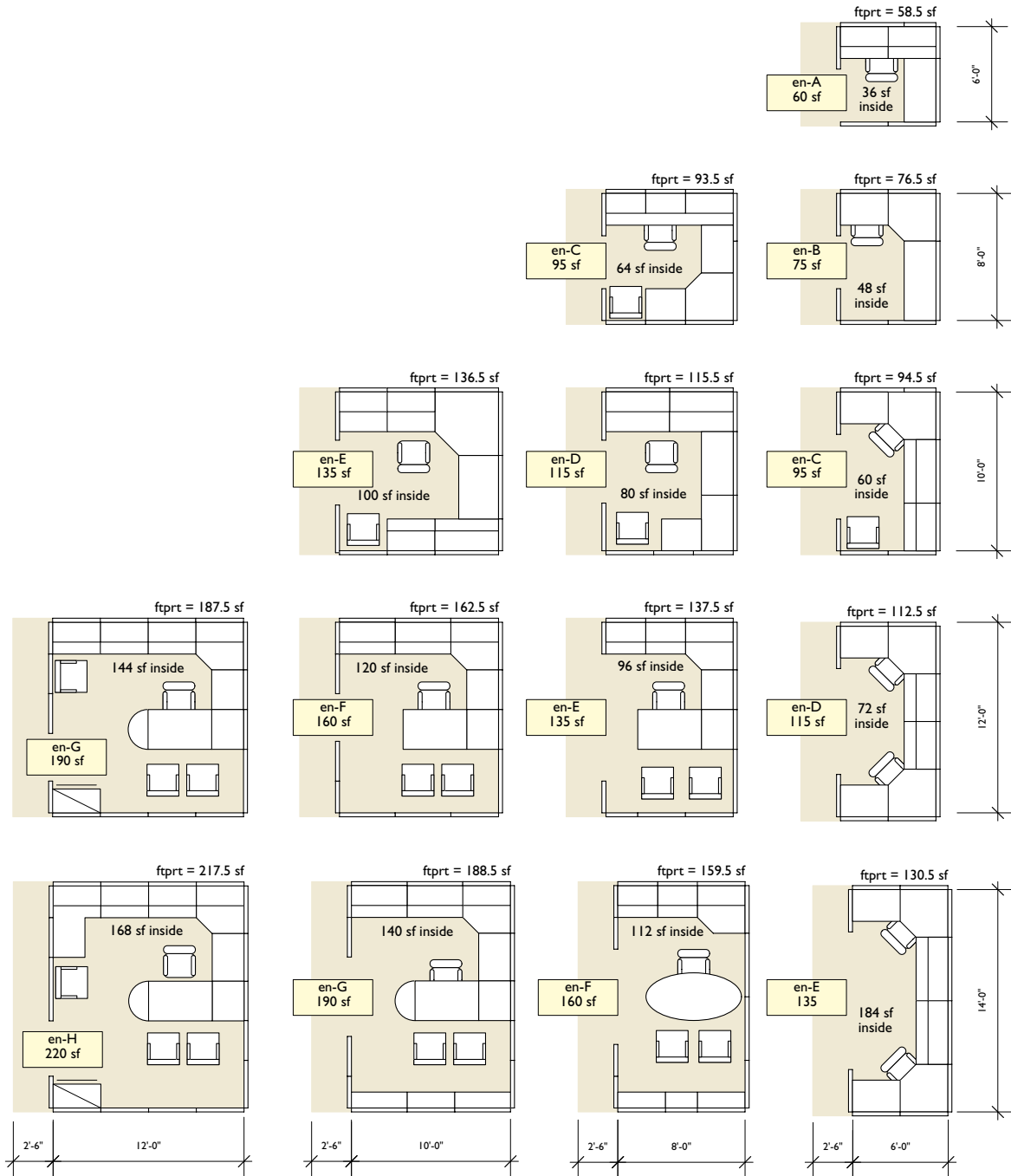
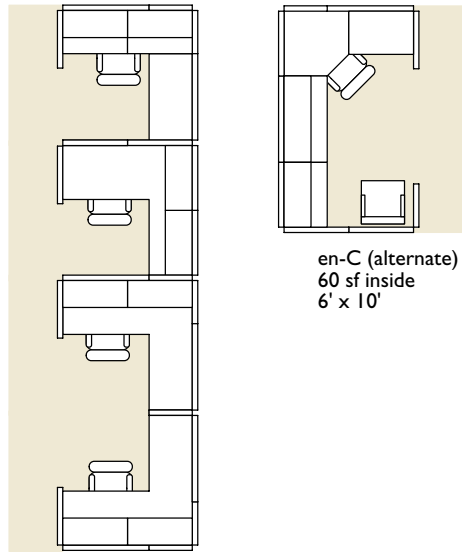
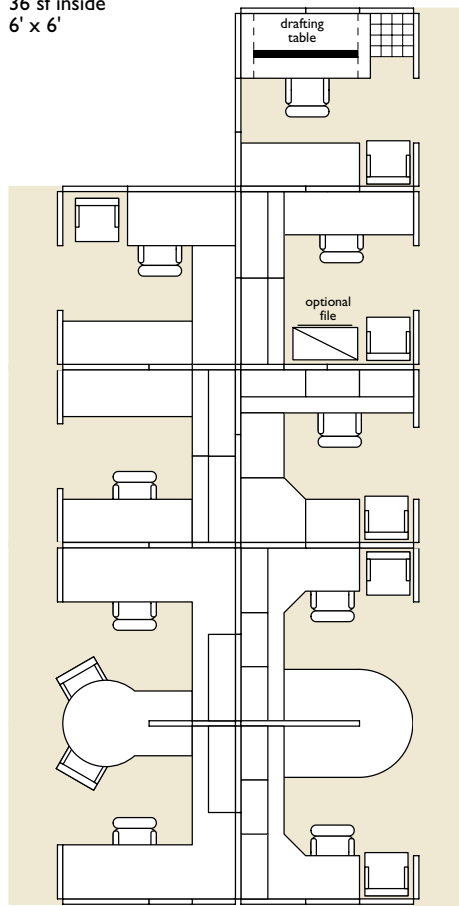


Illustration System Standards– Smaller Station Clusters

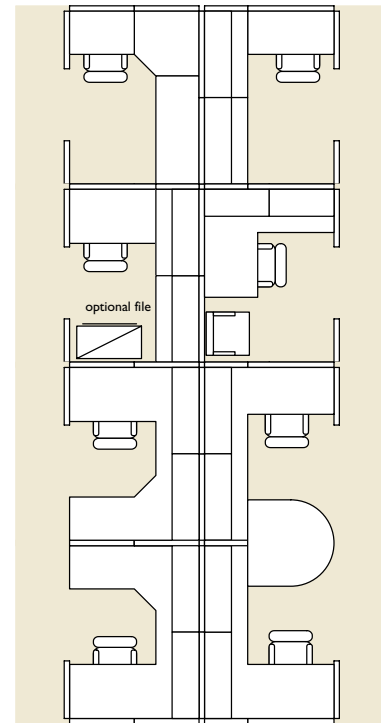


en-A
36 sf inside
6' x 6'

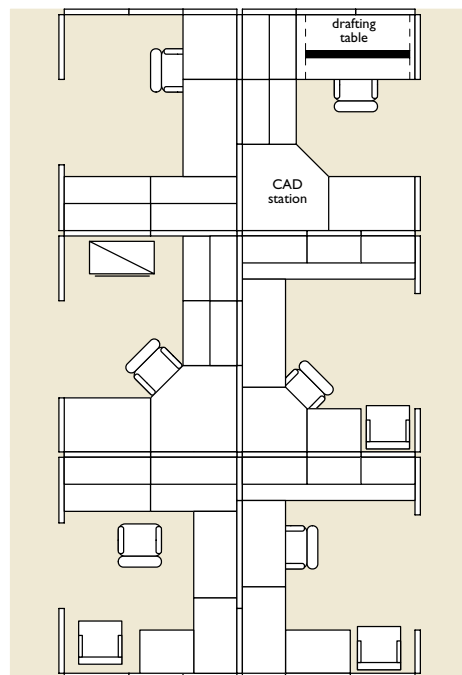
en-C (alternate)
60 sf inside
6' x 10'



en-C
64 sf inside
8' x 8'

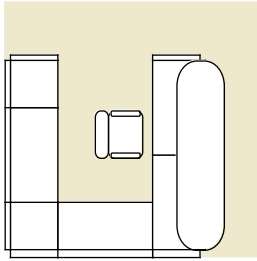


en-B
48 sf inside
6' x 8'

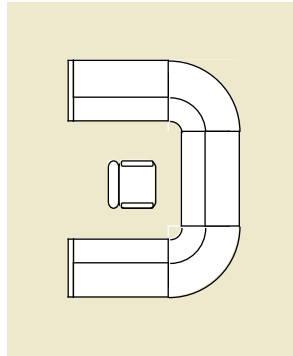


en-D
80 sf inside
8' x 10'

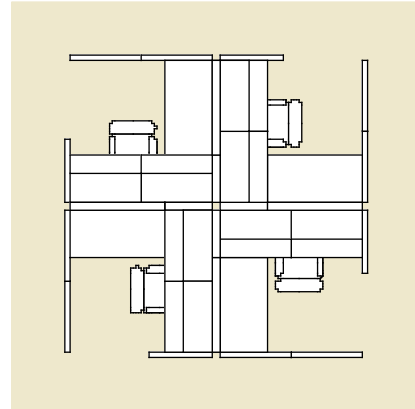
Illustration System Standards – Miscellaneous Elements



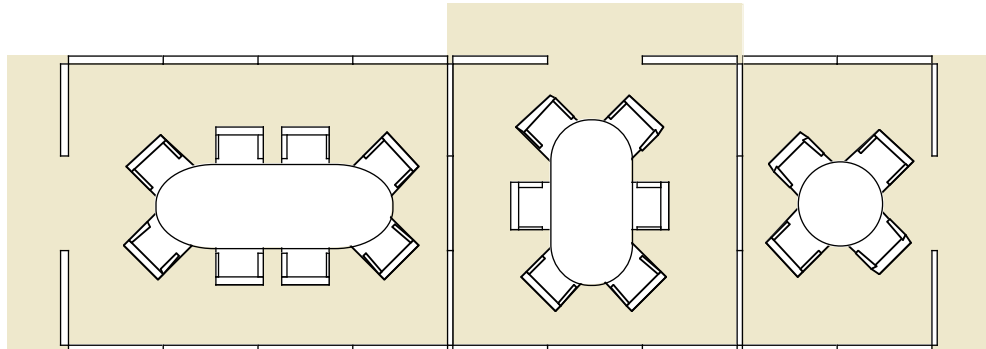
en/reception
115 sf allowance
64 sf inside



en/reception
185 sf allowance (colored)
72 sf station footprint
48 sf inside



en/pinwheel
300 sf allowance
145 sf inside (total)



en/conf—8 seats
240 sf allowance
192 sf inside

en/conf—6 seats
190 sf allowance
144 sf inside

en/conf—4 seats
135 sf allowance
96 sf inside

OPEN AREA EQUIPMENT AND RELATED STANDARDS

There are three primary considerations in determining the space requirements for a particular piece of equipment: (1) the area occupied solely by the equipment item, (2) the space required for the equipment user or operator, and (3) the need for access to the item.

The exhibit below outlines the equipment dimensions and square footage allocations for frequently used items. The total space requirement of each piece of equipment of this nature is determined by increasing the actual footprint area of the item to allow for access and use. This factor has been determined from previous experience in developing layouts for similar facilities; space for non-standard equipment is calculated on an individual item basis.

EXHIBIT 6
Typical Standards For Open Area Equipment

Item	Symbol (If Any)	Typical Item Size	Base	Standard Access	Total
Bookcase	bc	36" x 12"	3	7	10
Card File	file	18" x 28"	4	6	10
Coat Rack	coat or ctrk	24" x 48"	8	12	20
File Cabinet—Traditional File	file or sf	18" x 28"	4	6	10
File Cabinet—5-drawer	f-5	18" x 28"	4	6	10
File Cabinet—Lateral File	lf	36" x 18"	4	6	10
		42" x 18"	5	10	15
		48" x 18"	6	14	20
Side Chair	chair	24" x 24"	4	11	15
Storage Cabinet	stg cab	36" x 18"	5	10	15
Table	table	60" x 30"	12	28	40
Table—Extra Access Space	table	60" x 30"	12	48	60
Typewriter Stand/Cart	type	12" x 24"	2	8	10
		24" x 30"	5	10	15
Guest Seating—2-3 chairs	seat-1	—	40	20	60
Guest Seating—4 lounge	seat-2	—	80	20	100
Coffee Station—counter	cof-1	—	10	10	20
Coffee Station—enclosable	cof-2	—	20	20	30
Coffee Station—enclosable	cof-3	—	30	30	60

CONFERENCE ROOM STANDARDS

The size of conference rooms depends on (a) the number of persons seated at the table, (b) the size of the table (to accommodate bulky items, for example), (c) the possible requirement for spectators seated away from the table, and (d) presentation or display space. The last may include such needs as a projector area at the back of the room as well as a screen and presentation area with podium and such at the front. The standards we have used in this report are summarized in the exhibit below.

EXHIBIT 7 Summary of Conference Room Standards

Symbol	Size	Type of Room	Typical Furnishings
C-1	90	2-Person Interview Room	Table, 2 or 3 chairs.
C-2	120	2-4 Person Interview	Table, 2-4 chairs.
C-3	180	6 Person Conference	8 ft table, 6 chairs, possible writing surface on wall.
C-4	240	8 Person Conference	8 ft table, 8 chairs, possible tack boards or writing surface. Table can seat 10, but crowded.
C-5	300	8-12 Person Conference	12 ft table, 12 chairs. Can add library at one end and seats 8, or add presentation area and room seats 8.
C-6	360	12-16 Person Conference	12 ft table, 12 chairs, presentation area at end of room. Can accommodate 16 persons if presentation space is converted to conference space.
C-7	420	16-20 Person Conference	16 ft table, 16 chairs, presentation area at end of room. Can accommodate 20 persons if presentation space is converted to conference space.
C-8	480	18-22 Seat Conference Room	20 ft table, 18 chairs, presentation area at end of room; cabinet (possibly with coffee service) at other end of room. Can accommodate 22 persons if presentation space is converted to conference space.
C-9	560	22 Person Conference - 14 at main table - 8 at side seating	Conference seating 14 at table, plus 6-8 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 16 at main table if no cabinet.
C-10	640	28 Person Conference - 18 at main table - 10 at side seating	Conference seating 18 at table, plus 8-10 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 20 at main table if no cabinet.
C-11	720	34 Person Conference - 22 at main table - 12 at side seating	Conference seating 22 at table, plus 10-12 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 24 at main table if no cabinet.
C-11	720	20 – 24 person briefing room	Row seating for 20-24, with presentation area.
C-12	800	34-Person Conference Divisible : 8-10 person 20-22 person	Modular combination of C-9 and C-4 conference rooms which open into one large room using room-divider partitions. Full room seats 24 at the main table and 10 persons at the side. Cabinet at one end of room.

Illustration
Small Conference Rooms

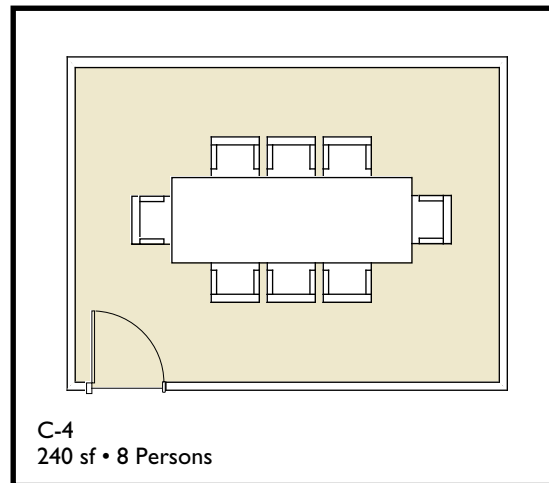
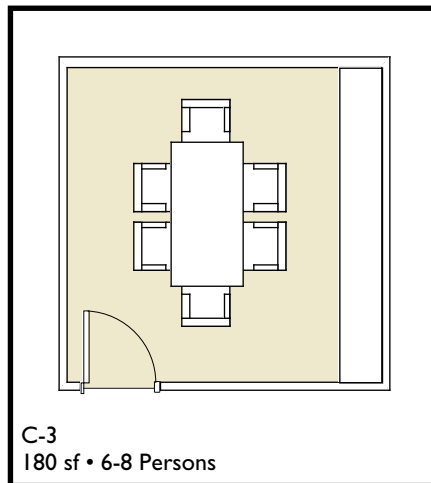
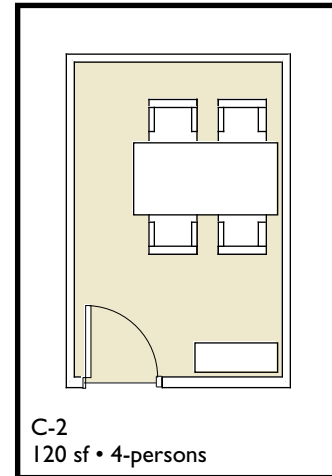
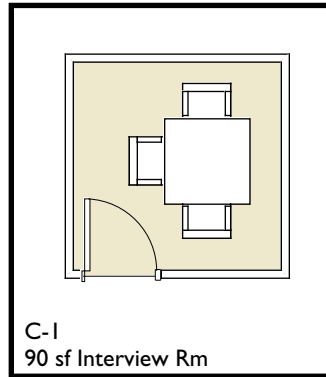
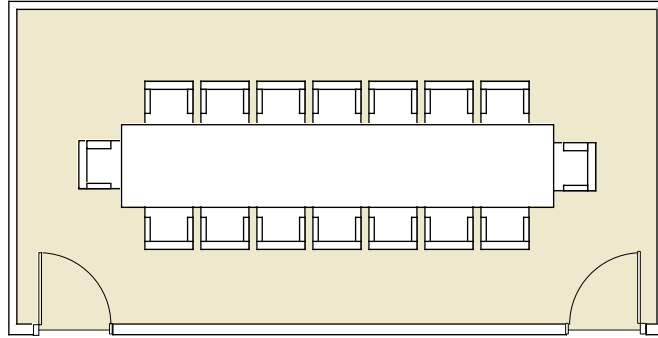
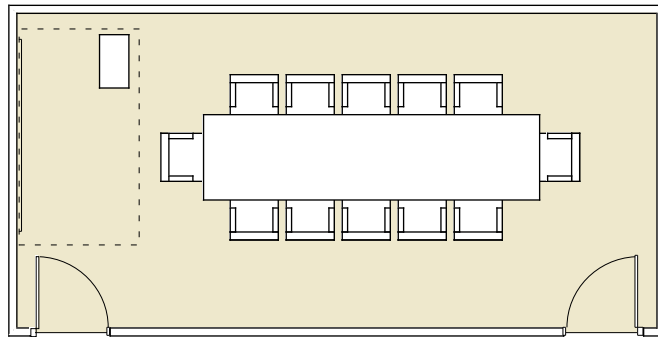


Illustration
Medium Conference Rooms

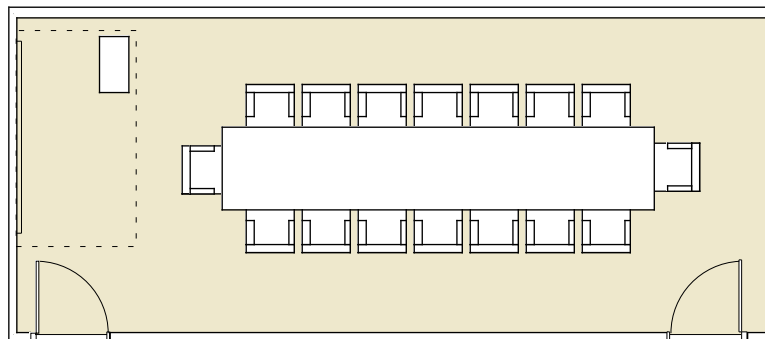


16 Persons Without Presentation Area



12 Persons With Presentation Area

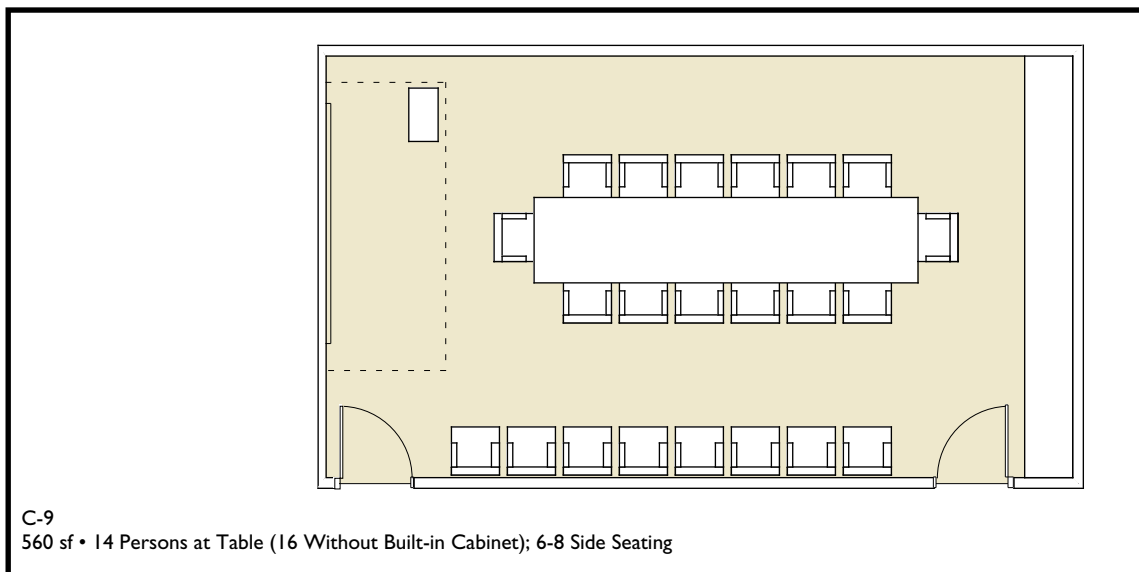
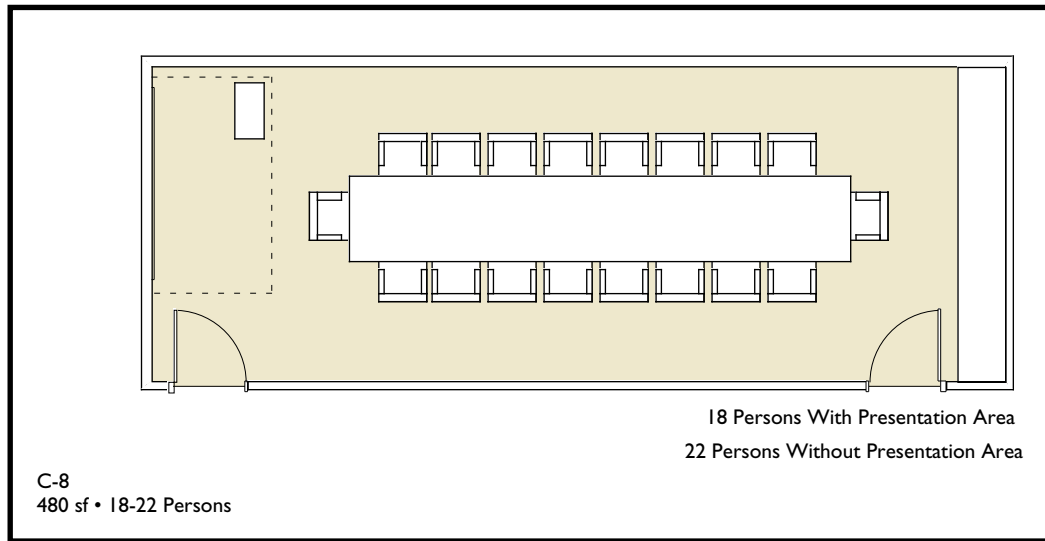
C-6
360 sf • 12-16 Persons



16 Persons With Presentation Area
20 Persons Without Presentation Area

C-7
420 sf • 16-20 Persons

Illustration Large Conference Rooms I



All side-seating layouts can substitute a side counter, and extend table to seat 2 more. Table capacity of this room would become 18 or more persons

**Illustration
Large Conference Rooms II**

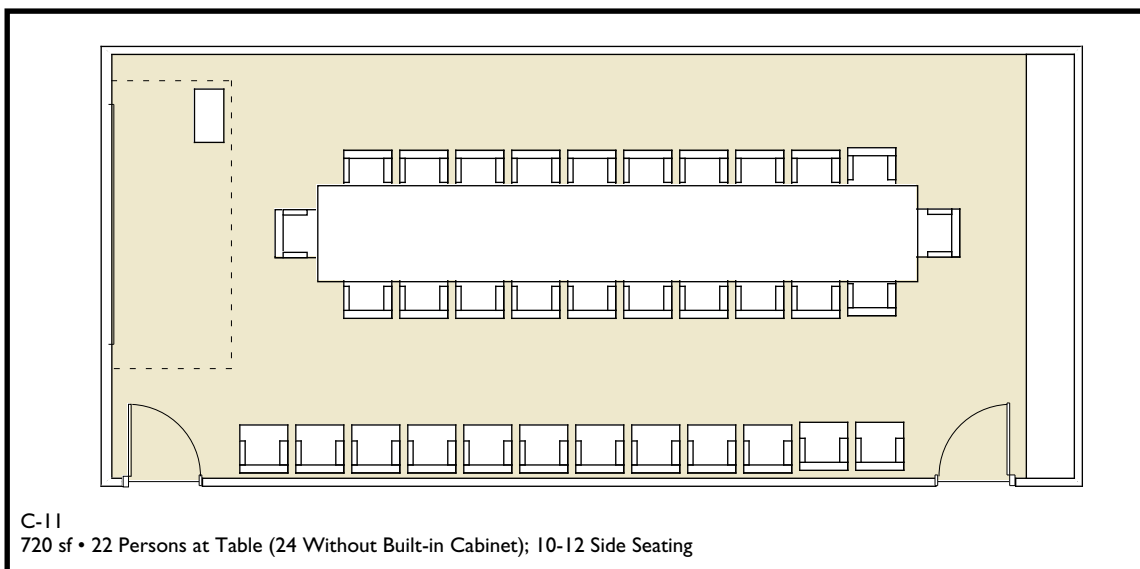
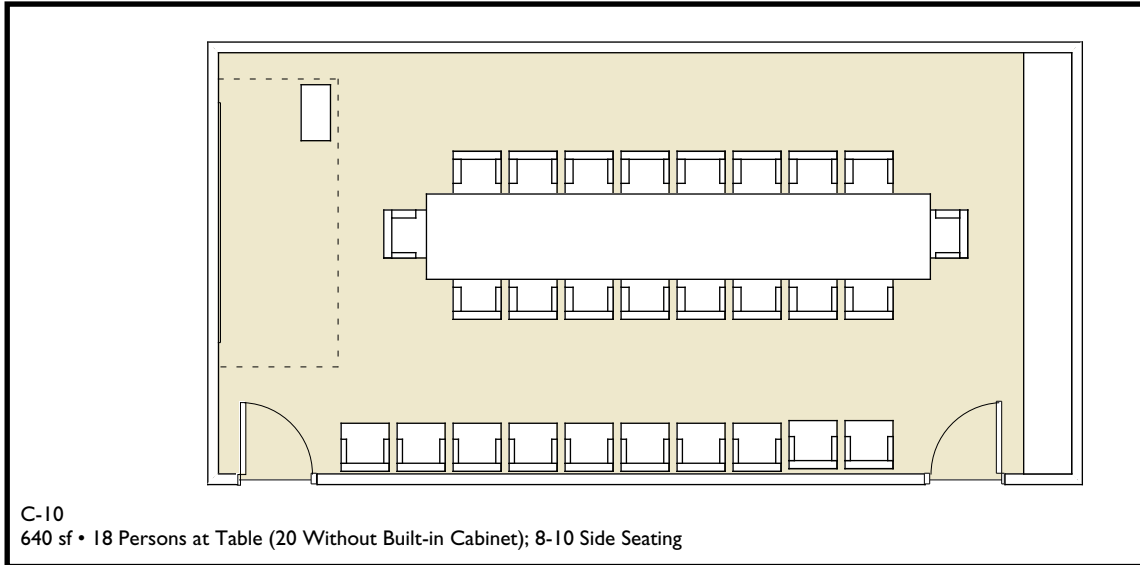
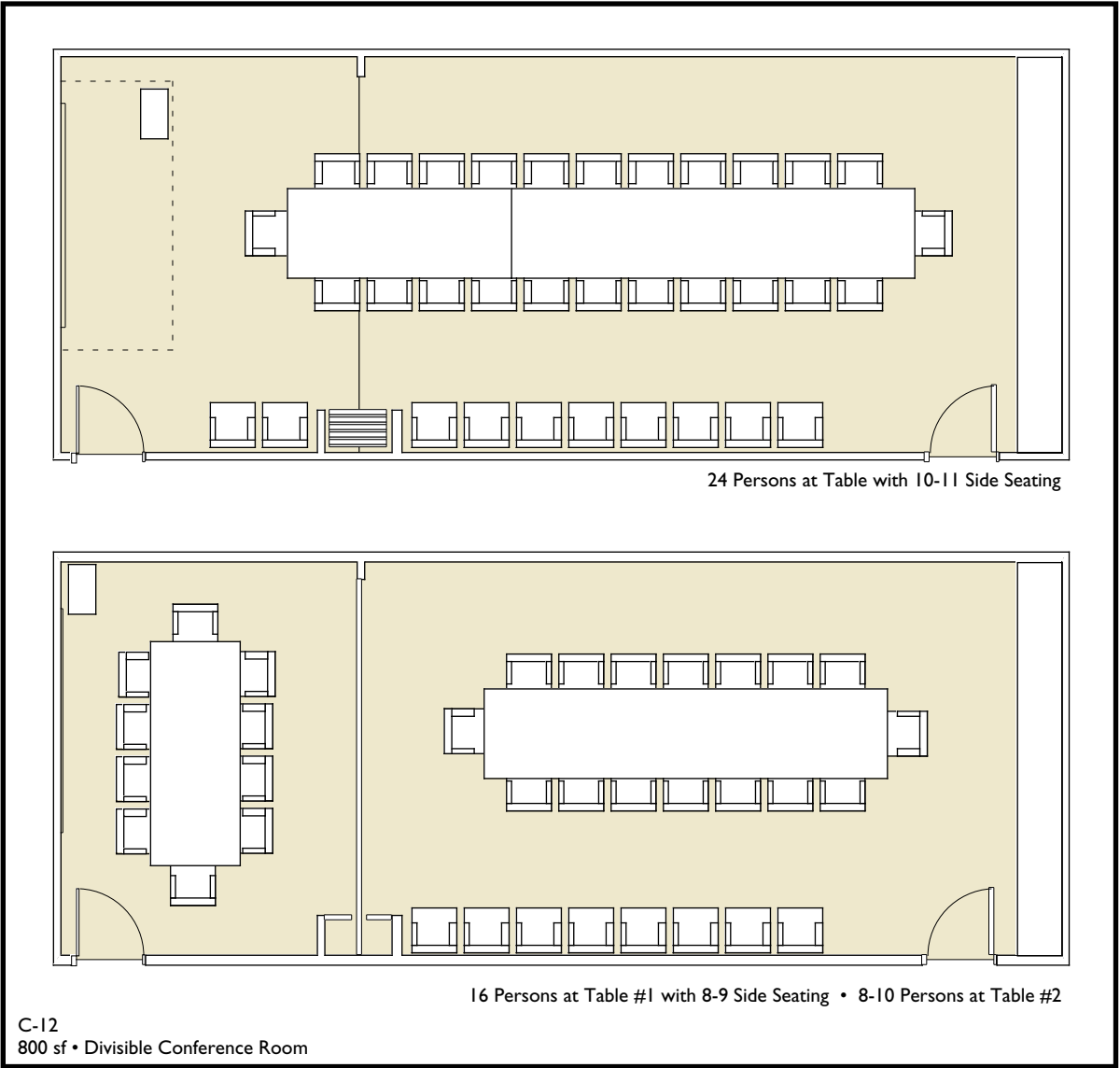


Illustration
Divisible Conference Room



TRAINING, BRIEFING, COMMUNITY ROOM STANDARDS

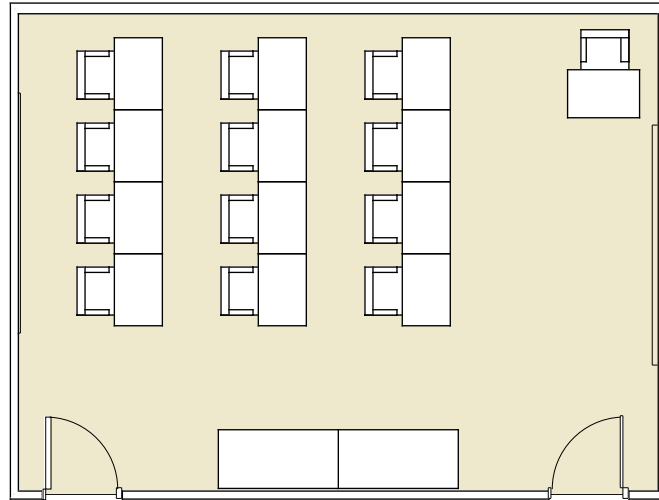
The size of large meeting rooms depends on similar factors as for conference rooms, discussed above: (a) the number of persons seated as audience, (b) the nature or configuration of audience seating, (c) presentation or display space, and (d) the need for support areas for hospitality, chair storage, and so on. The room likely will include needs for projection, podium area (though usually on a flat floor), and various levels of electronic components.

The needs vary with the type of application, and we do not use specific standard allocations, but formulate the need based on the specific functions required in each case. A selection of room allowances is summarized below.

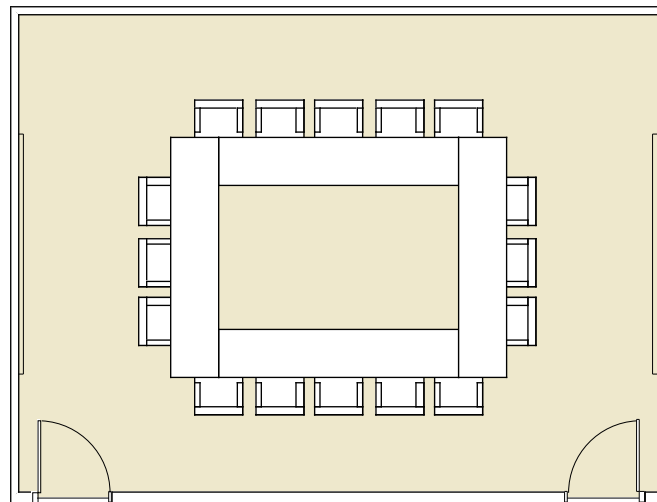
EXHIBIT 8 Selection of Training, Briefing, or Community Room Standards

Symbol	Size	Type of Room	Typical Capacity
--	540	Training or Symposium	Accommodates 12-15 persons
--	700	Training or Symposium	Accommodates 20-24 persons
--	720	Briefing	Accommodates audience of 20-24
--	1200	Training or Community Mtg	Accommodates audience of 54-63
--	1320	Training or Community Mtg	Accommodates audience of 60 or more
--	1420	Training or Community Mtg	Accommodates audience of 70 or more
--	1620	Briefing (raked floor)	Accommodates audience of 60

Illustration
Training or Meeting Room I



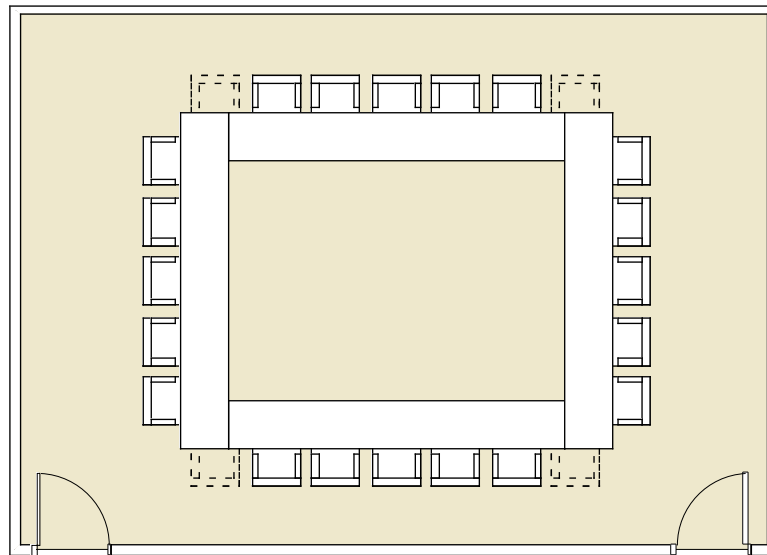
Computer Training Arrangement



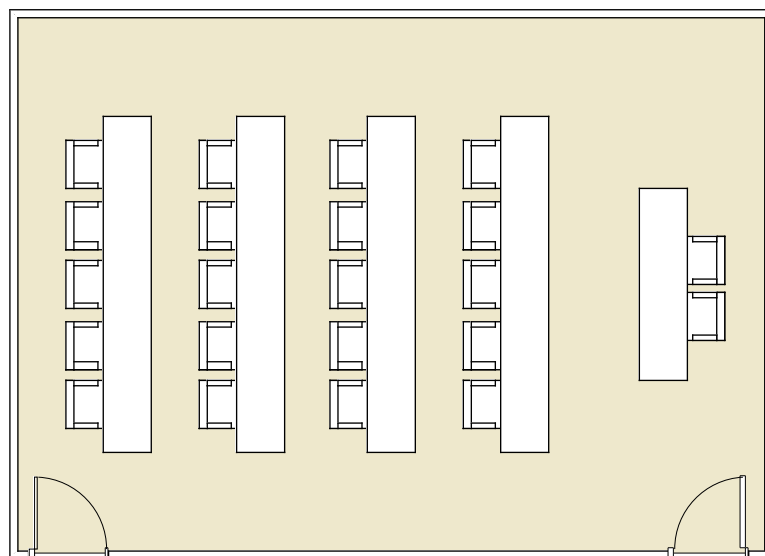
Symposium Arrangement

Training or Symposium Room
540 sf • 12-15 Persons

**Illustration
Training or Meeting Room II**



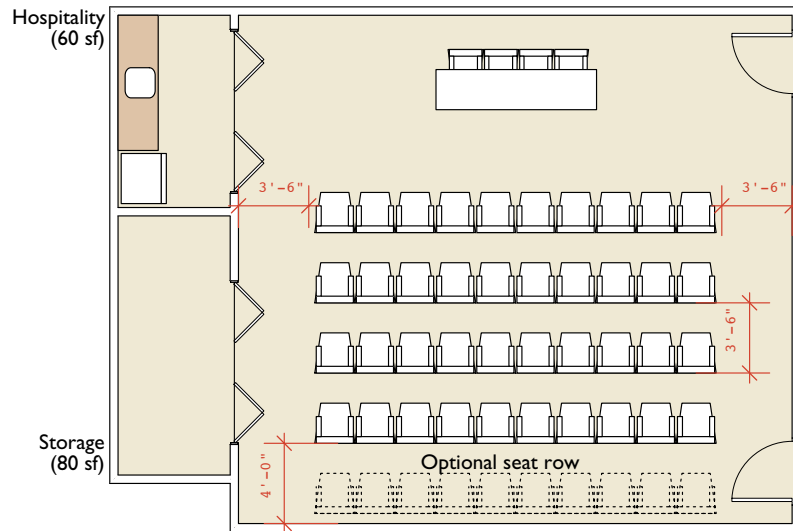
Symposium Seating



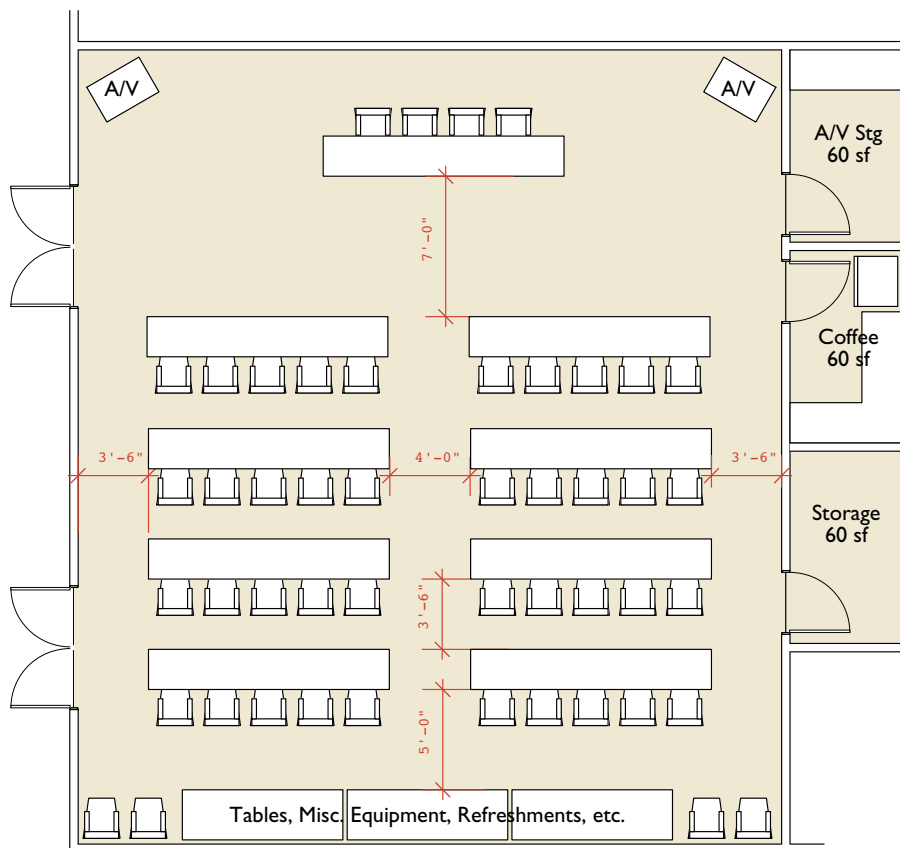
Presentation Seating

Meeting Room
700 sf • 20-24 Persons

Illustration
40-50 Person Meeting and Briefing Rooms (Table Seating v. Audience Seating)
(Flat Floor Multi-use Room)



40 - 50 Person Meeting Room
(720 sf + 140 sf support areas)



40 - 50 Person Briefing Room
(1,420 sf + 180 sf support areas)

Illustration
Range of Briefing Room Options
(Raked Floor v. Flat Floor)

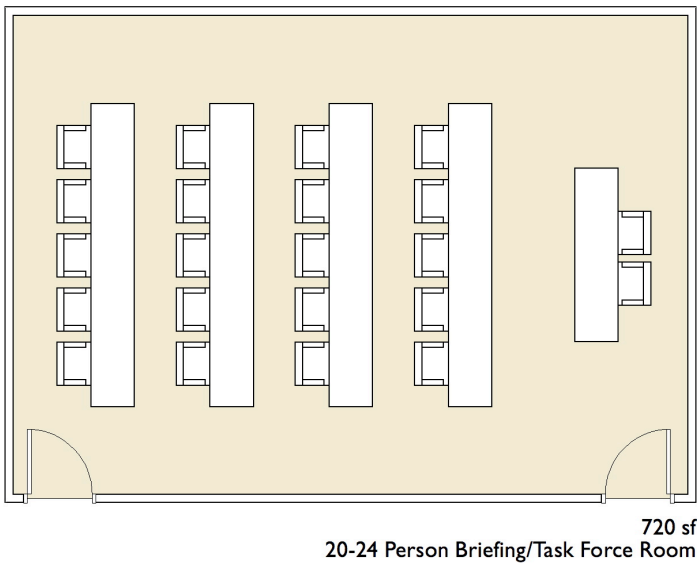
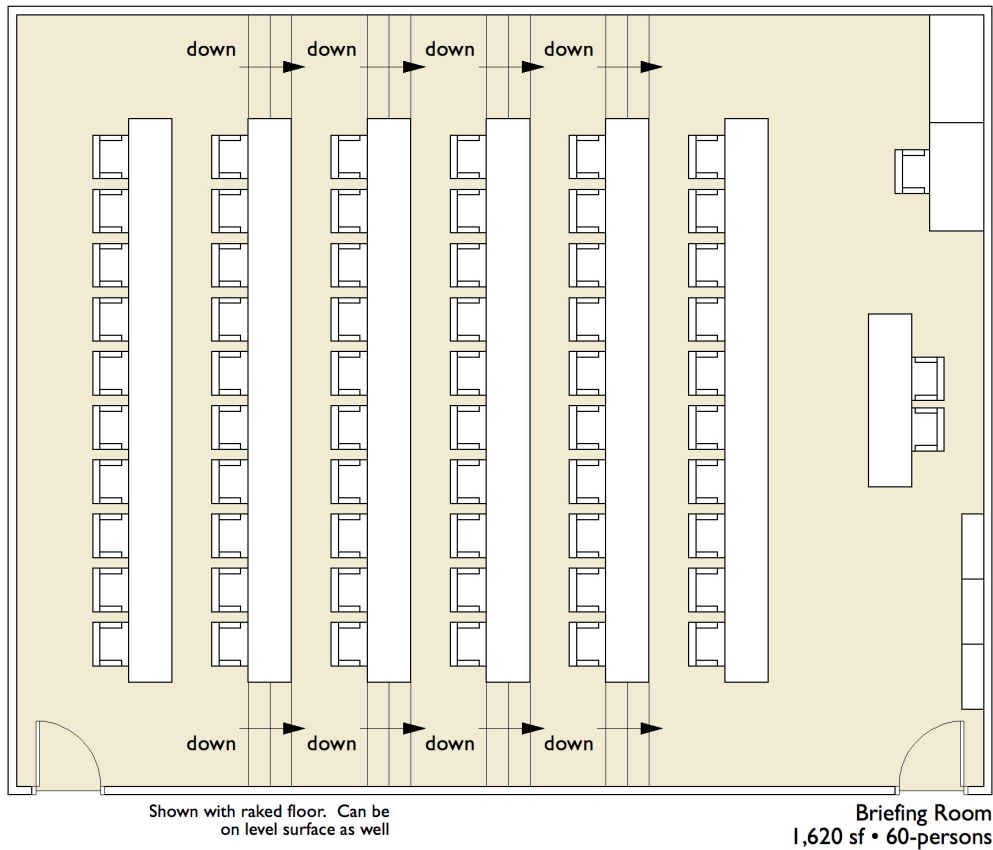
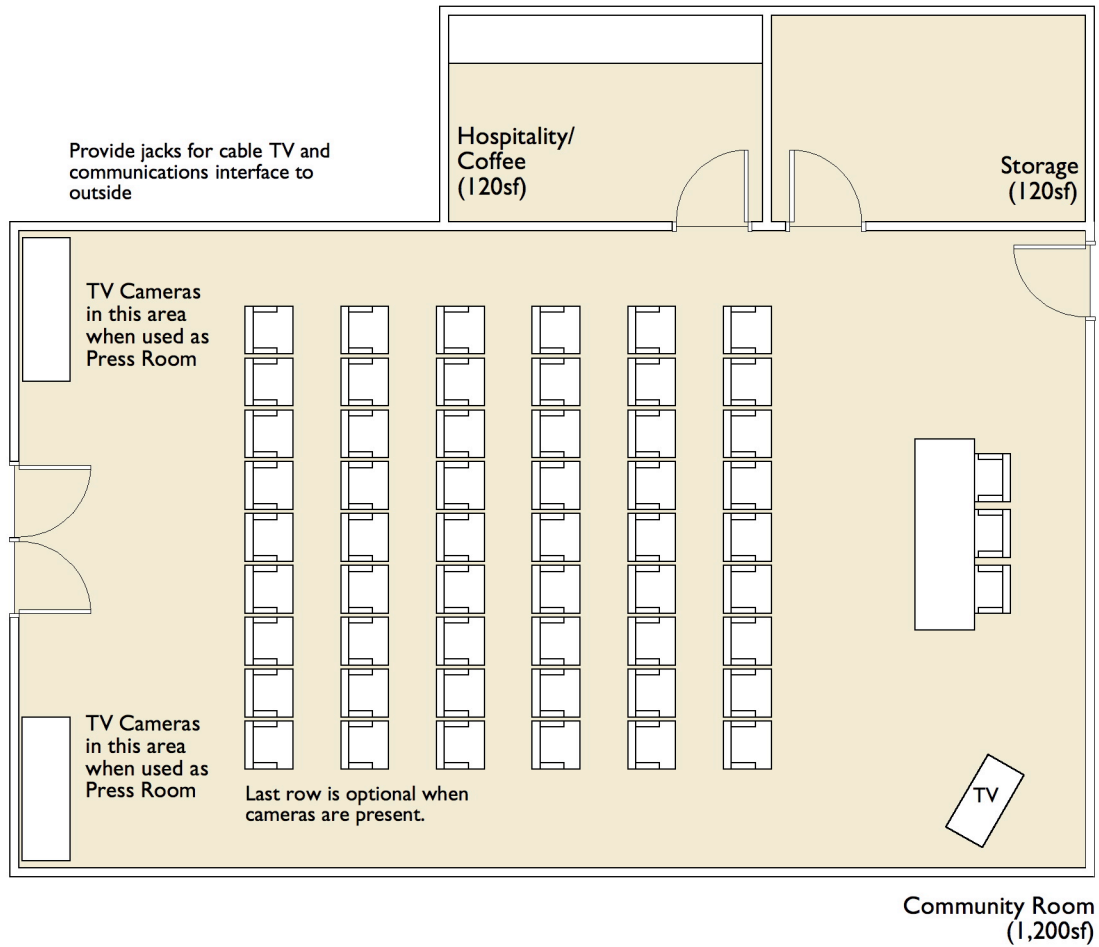


Illustration
Community Room (or Training Room)
(Typical 50 - 60 person Flat Floor Multi-use Room)



A/V Control & Storage
150 sf

Hospitality
180 sf

Chair & Table Stg
288 sf

Training Equipment
& Stg
480 sf

Meeting Room
2200 sf

3'-6"

3'-0"

3'-6"

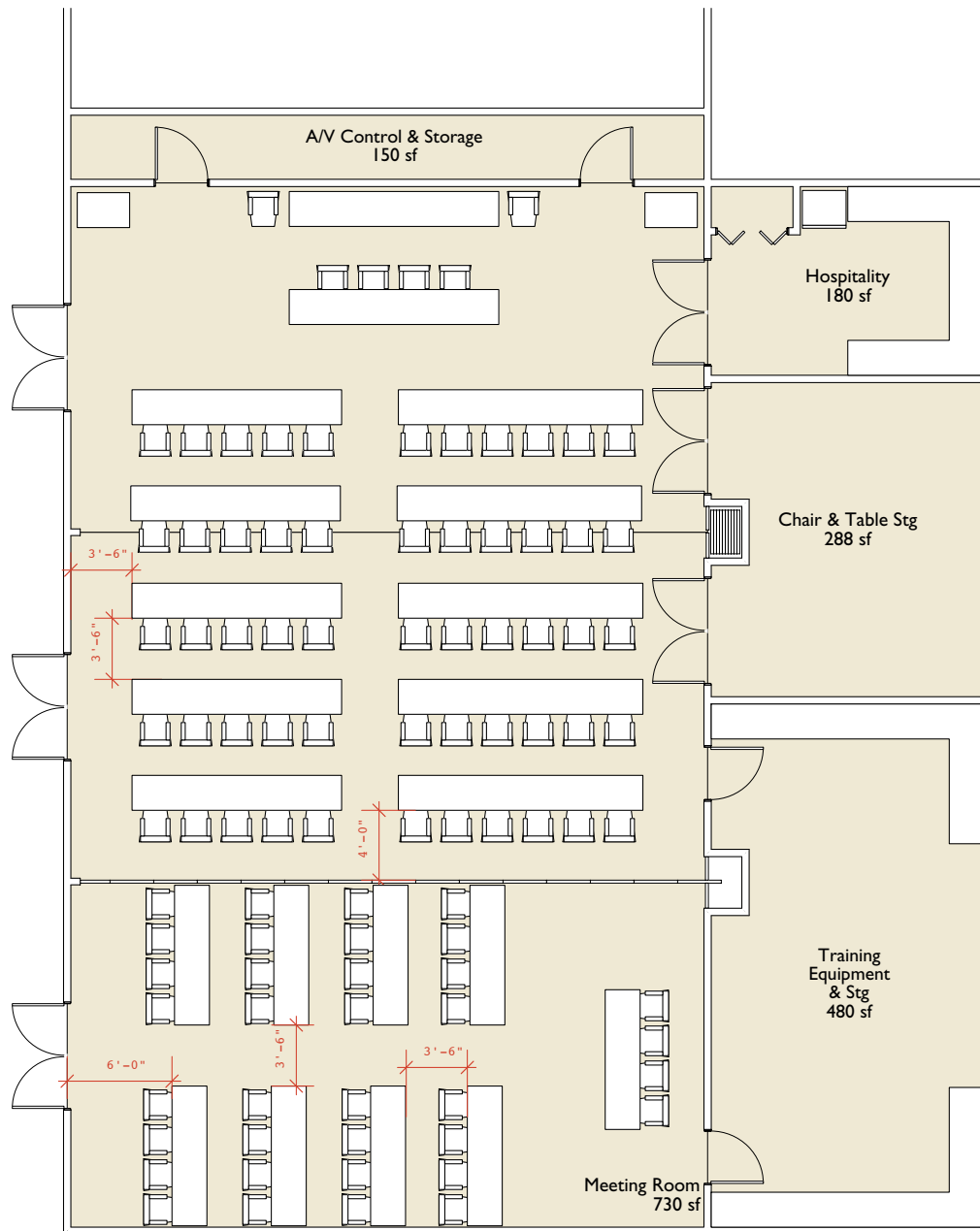
3'-6"

5'-6"

3'-6"

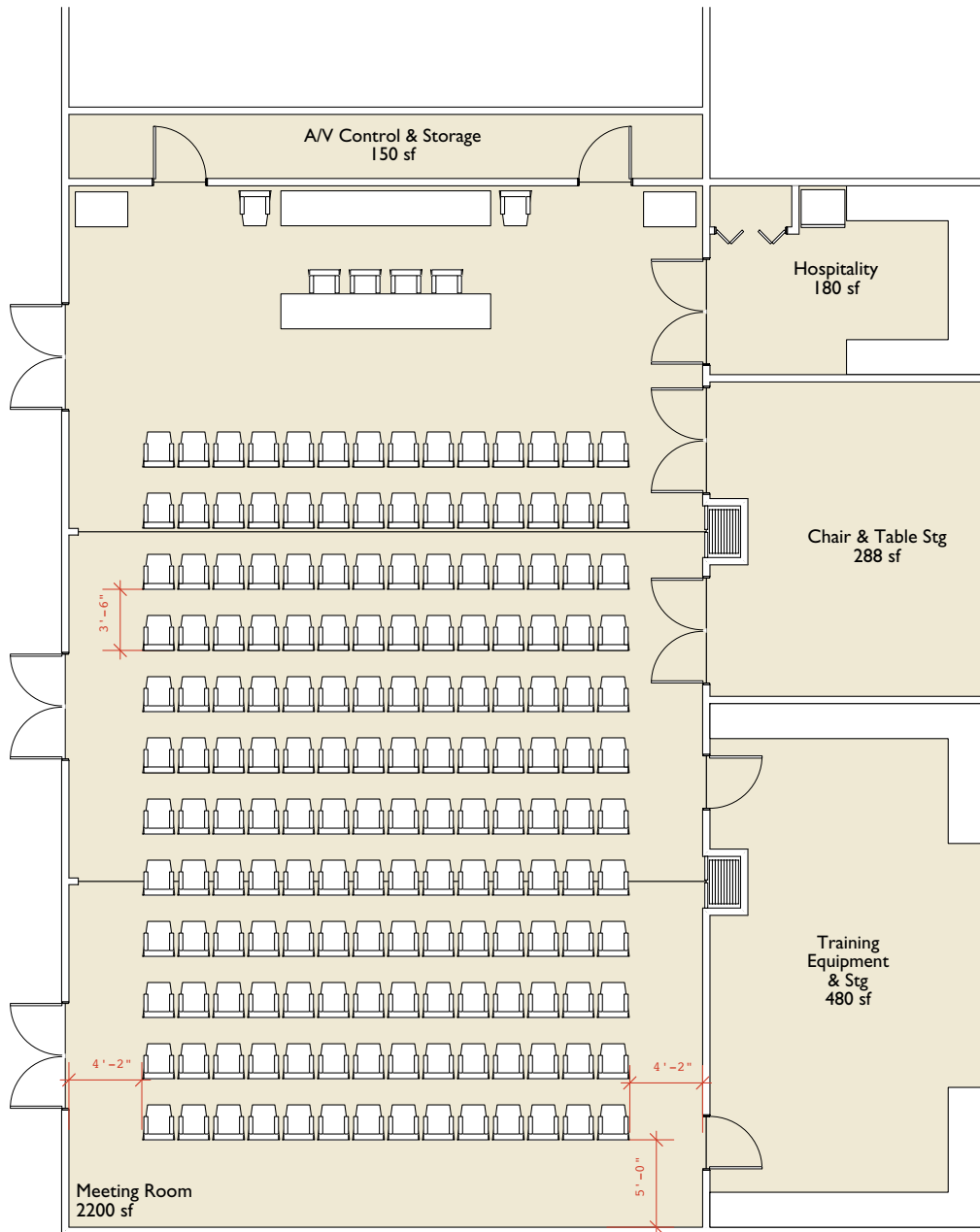
Space Standards – Page 28

Illustration
Large Divisible Community or Training Room
(Illustration 2 of 3: Set-up with Training Tables, Showing Divisibility)



Meeting Room divisible into 2 - 3 areas
 As shown: one room seating 24 - 36; one room seating 55 - 60
 (all at training tables)

Illustration
Large Divisible Community or Training Room
(Illustration 3 of 3: Set-up with Audience Seating)



Meeting Room: 2,200 sf plus support areas
 Seats 150 - 170 in rows

STANDARDS FOR OTHER ROOMS

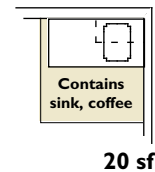
Other rooms, such as copy rooms, computer rooms, mail rooms, storage rooms, and so on are sized based on individual content needs. That is, standard requirements for the workstations, unit equipment, counters, and other items in the room are added together, with an allowance for extra circulation (when needed) and for the use of the items. The need for added circulation allowance is typically based on test layouts to assure an efficient yet workable standard is developed.

As with other rooms is this project, we have generally sized the (smaller) rooms in multiples of 60 sq. ft., to allow the design and layout process greater flexibility and modularity.

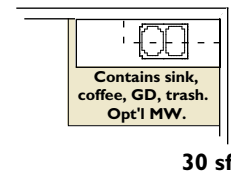
Standards for Coffee Service Areas

Illustrations of standards and assumptions for typical coffee service areas appear below.

Typical Coffee/Service Counter (small area)
(standard “cof-1”)



Typical Coffee/Service Counter
(standard “cof-2”)



Typical Coffee/Service Alcove
(standard “cof-3”)

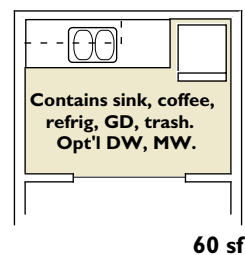
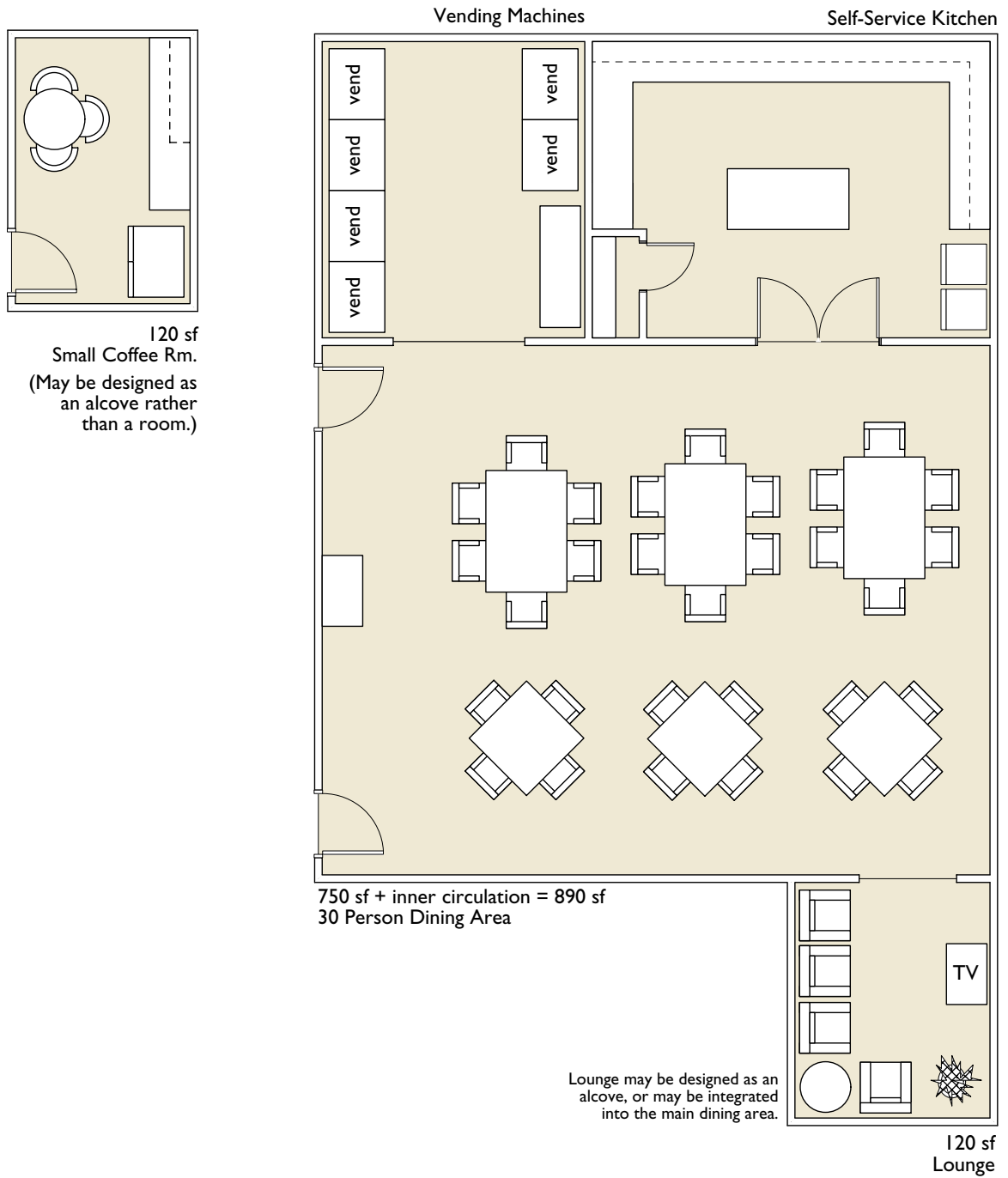


Illustration Typical Break / Lunch Room Configuration



APPENDIX B – PROGRAM DATA SHEETS

READING THE REQUIREMENTS TABLES

COMPUTATION OF REQUIREMENTS – DATA SHEETS

The pages following this introduction present the requirements detail computation sheets. The conventions used and other information which may assist in reading the data sheets are presented below.

We have listed equipment now in use as a baseline, and have applied standards to the list to show what space is needed today, but we would obviously not advocate building the “present required” amount of space since it has no expansion or contingency built in. To allow for increases in equipment, where this is logical and advisable, we have added a growth factor, which is identified on the data sheets.

Note that each block of required space also has a unit circulation allowance. In more spacious designs, and some commercial spaces, this allowance might be higher. We believe the figure we have used is nevertheless a generous figure which is still appropriate to government facilities planning. The circulation allows for department-based circulation and not the main building corridors or lavatories, etc.

Layout of the Data Sheets

The tabulation sheets are divided into columns which are grouped as follows:

Section and Line

- Sections of the computation are numbered consecutively in “engineering” format (using decimals to denote subsections). Each line is numbered consecutively as well. This allows easy referral to any particular item in the calculation pages.

Item

- These columns list the personnel position, room, area, or equipment item described on that row of the data sheet. Column indents are important, and signify that the indented items are “attached” to or incorporated as part of the element out-dented just above.
- For lines with computed staff, the “Item” columns also include a code for the rank of the position listed. These lines agree with the information presented in the above standards section.

Space Standard

- The first column identifies either a symbol for the area (such as “PO-4” for private office of type 4) or else identifies that a general allowance (“allow” / “allowance”) is used for the item.
- The second column identifies the size of the standard (or allowance), such as “180” to indicate an allocation of 180 square feet. See the separate discussion of space standards for a presentation of the standards used and the symbols for them. In some cases, the standard increases in time, and “varies” may appear in the size column to call attention to this fact.

Actual Sq. Ft.

- This is the existing size of the area corresponding to the programmed area. In some cases, however, the program breaks down the existing area into components, so that several program lines must be added to arrive at the existing sq. ft. figure for a particular existing room or area.

Space Requirements – “Required Now”

- The first column is the quantity of workstations which exist today. This first space computation is to determine what would be needed today based on existing staffing levels.
- The second column identifies the quantity of items (which for private offices, desks, or other work modules, is the same as the staff count).
- The third column multiplies the quantity by the space standard or allowance. This is the space needed for the item described in this row.

Space Requirements – Subsequent Groups

- These are the same as for the “Required Now” calculation, but apply to the assumptions of growth or operational changes associated with the corresponding projection scenario or projection year.

Abbreviations

A number of regular abbreviations may be used in the space standard column and occasionally in the item description column. The following is a list of most abbreviations which might appear on the data sheets:

- + Used after another designation to indicate that the size of the standard is increased in a future period.
- /r Added to ‘cws’ or to ‘dws’ or to ‘ews’ to represent a reference unit (which may be a credenza, lateral file, or back table, etc.).
- /s Added to ‘cws’ or ‘dws’ to represent a side chair at the desk for a visitor.
- allow Allowance. Often used to describe the allocation of a non-standard space.
- bc Bookcase.
- C Conference room of various standard sizes (C-1, C-2, etc.).
- clos Closet.
- cntr Counter. As in a public counter station, abbreviated “cntr stn.”
- cof Coffee station, with cabinet and plumbing for a bar sink, water supply to a coffee maker, and (typically) a garbage disposal unit.
- cws Clerical work station or desk, with or without return, though generally with one.
- dws Drafting work station.
- ews Executive work station. Same as ‘cws’ but specifically without a return (a double pedestal desk); or else with a return at executive height.
- f File cabinet, standard type, either of legal or letter size. A number following (f-4, f-5) indicates the number of drawers. Generally these can be converted into lateral files or other filing configurations in the design process, if new furniture is to be acquired. We use this notation when it is of interest to indicate the type of file cabinets in use currently.
- file File cabinet or file unit. Often either a generic item, meaning the same as “f” as noted above, or a special file such as a card file or other unspecified file cabinet (possibly converted from a built-in unit in existence at the time of inventory) or else a non-standard item.
- Inner Circ Inner circulation allowance. This is space added within a room or area to provide access to the items in it. It is added when a room’s size is based on a listing of items, and it is determined that the allowances of space for each of those items is in the aggregate likely not to have enough access space for proper layout.
- lav Lavatory or wash room, typically with water closet or toilet.
- lat file Lateral file cabinet, typically 42" wide.

PO	Private office of various standard sizes (PO-1, PO-2, etc.).
recept	Reception area with clerical staff work stations and waiting for visitors.
sch	Side chair. See also 's'.
seat	Allowance for a seating area. Seat-1 represents a seating space for 2-3 in smaller-scale chairs, and Seat-2 represents a seating space for about 4 persons in larger-scale chairs (with side table).
SPO	Shared private office. An office for two or three persons.
stg cab	Storage cabinet. May be either a metal cabinet (traditionally 36" x 18" x 72" high) or an executive cabinet of lower height, etc. The meaning should be made clear by the context of spaces in the 'item description' column.
sws	Small work station or system work station, used for small single-pedestal desks or, when in conjunction with a 'cws' it may represent a computer system table. The item description column entry should clarify the meaning.
tw	Table work station. A table and a chair.
Unit Circ	This is circulation required for the unit, to access between rooms and areas. It is to be added to the open spaces of the unit, as determined during design, or else provided in lateral corridors or access ways.

Data Sheet Conventions

There are a number of conventions which we have adopted in the listing of items on the space requirements sheets that refer to how the space is to be configured.

Indents	Indenting indicates that the indented items are to be with or else make up the item that they are indented from.
Room or Area	The words 'room' and 'area' each mean slightly different things. 'Room' (or 'Office,' etc.) refers to an enclosed space, generally with a door. Typically, the only rooms further opening off a 'room' are closets or the like, that serve that room specifically. 'Area' refers to a space through which the other spaces in the unit may be accessed, and so can be termed 'an open area.' Unit circulation, when added at the end to a unit's space, might typically be added, in the design process, to the space requirement for the 'area' so as to provide for access aisles through it.
Inner Circulation	Note that 'Inner Circulation' differs from 'Unit Circulation.' Inner Circulation is added within a room or area when the list of items is sufficiently complex, or otherwise when it is felt that the space will need some added access allowance for the designers to accommodate the items comfortably.

SELECTED TERMS AND DEFINITIONS

The following terms are closely related, and the definitions for these terms often vary from user to user. Care should be taken to verify the definitions when these terms are encountered in other sources.

Gross Building Area	<p>BOMA does not make much use of this figure, but for us the term means the total area of the building enclosed by the bounding walls, exclusive of overhangs and areas (including docks) outside the building line.</p> <p>The gross square footage of a building is the sum of the gross sq. ft. on each floor, which is measured to the outside finished surface of the permanent outer building walls. Basements, mechanical equipment areas, penthouses, etc., are all included. Note that this is sometimes referred to as the "construction area." Patios, overhangs, and similar elements are (usually) not included.</p>
Gross Measured Area	<p>BOMA defines Gross Measured Area to exclude the area outside the "dominant portion" of the bounding wall, and also excludes overhangs, areas (docks) outside the building line, and enclosed parking.</p> <p>The dominant portion is usually either the inside face of the wall or the glass-line of the wall, depending on whether windows make up more or less than half the wall surface. There are exceptions, however, as in the case of street-front storefronts.</p> <p>For us, this area differs from the Gross Building Area (by the thickness of the wall areas which are not included in the "dominant portion" and also by parking which is included in the Gross for Building E.</p>
Vertical Penetrations	<p>BOMA defines major vertical penetrations to include elevator shafts, mechanical shafts, and other areas "without a floor," including the bounding walls of these areas. We measure to the average thickness of these bounding walls, however.</p>
Tenant Area	<p>BOMA defines the area of a tenant (the "Office Area") to be the area where the tenant normally houses personnel, furniture, and operations under its sole control.</p>
Floor Common Area	<p>BOMA defines the Floor Common Area to be the areas on that floor available primarily for the use of tenants on that floor, such as wash-rooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors.</p> <p>The Rentable Area for a Tenant on a floor includes its prorated share of the Floor Common Area for that floor.</p>
Building Common Area	<p>BOMA defines the Building Common Area to be areas <i>to exclude</i> the Floor Common Areas and Vertical Penetrations, but <i>to include</i> areas which provide service to (all) building tenants, such as building lobbies and atria (at the floor level, not the shaft space above), building elevator lobbies, building mail rooms, and building core service rooms. The point is to identify areas servicing <i>all</i> tenants rather than just tenants on one floor.</p>

	In the case of a campus setting, it is useful to think of each building as a “floor” in the BOMA definitions.
Usable Area	BOMA defines the Usable Area as the sum of the Tenant Areas and the Building Common Areas. Floor Common Areas are omitted. Thus, typically, the usable area equals the tenant spaces plus the areas which are shared by all tenants (such as main building lobbies and corridors, but not floor corridors, for example).
Net Sq. Ft	This is the same as usable interior area in this report, and is the space which is listed in the program tabulation.
Modified Usable Area	In this study, especially where needs are to be computed, it is useful to distinguish all the main circulation corridors rather than to divide this between “Building Common” and “Floor Common” allowances. Similarly, it is useful to identify all mechanical spaces needed by the building, not to distinguish the mechanical areas for a floor from those for the building as a whole. Consequently, where we make this distinction, we identify the Usable as being Modified accordingly. The usable space is always defined when the definition is being modified in this way.
Tenant’s Rentable Area	BOMA defines the rentable area of a tenant to be Tenant Area (Office Area), plus the prorated share of Floor Common Area (computed on a floor-by-floor basis and added) plus the prorated share of the Building Common Area. Rentable area for a floor usually includes everything except Vertical Penetrations.
Building Rentable Area	BOMA defines the total rentable area of a building to be the sum of the rentable for each tenant (which equals the sum of the rentable for each floor). Rentable area usually includes everything except Vertical Penetrations.
Tenant Usable Area	This is the same as the Tenant Area, above. It equals the Tenant Assignable Area plus the Tenant Assignable Circulation.
Tenant Assignable Area	This is the tenant usable area less the tenant assignable circulation. It includes (a) the area of rooms or offices, (b) the open areas by or "footprints" of desks, equipment, and so on, (c) the access area around such furniture or equipment (unless this is part of the “unit circulation” aisle).
Assignable Circulation	This area is equal to the walkways and defined aisles within the tenant usable area. Access space around open-area desks and equipment is not included, unless it is overlapped with such well-defined aisles. Unit circulation is included in the net sq. ft.
Inner Circulation	This allowance is added inside rooms or areas to provide needed access to equipment or work stations that are listed there, especially when it is judged that the total allowance for access which is part of the items’ space standard will otherwise be insufficient for proper layout. Inner circulation is part of the net sq. ft. of a room.
Efficiency	The efficiency of a building is the ratio of net sq. ft. to gross sq. ft., usually expressed as a percentage. While the “gross” is usually well defined, there are several ways that “net” can be calculated.

Major Circulation	This area typically consists of stairwells and corridors defined by fire-rated partitions and in a multi-tenant building is that corridor space which is shared by all tenants.
Total Building Area	<p>This may be larger than the gross sq. ft. of the building (but never less) and includes any balconies, constructed covered areas which are part of the building but exterior to it, and the like. We generally do not compute a “Total Building Area” beyond the gross sq. ft. figure, unless these elements are essential to the functional requirement.</p> <p>Outdoor elements are usually treated as separate items in this report.</p>

ASSIGNABLE (NET) SQ. FT. / USABLE NET SQ. FT. / GROSS SQ. FT.

In our conventions, the space allocated to listed areas and items for which space is individually assigned is called “Assignable Sq. Ft.” To this a “unit circulation” allowance is added, which produces the “Usable Net Sq. Ft.” for that unit. The unit circulation allows for interior circulation paths, which may be open or may be designed as walled inner corridors inside a unit.

The main corridors of the building, and the other areas which are not assignable to the users in the office suites, is generally part of the net-to-gross addition. The usable net sq. ft. omits major corridors, elevator shafts, mechanical shafts, exterior wall thicknesses, structural elements, mechanical and equipment rooms, and other non-user specific elements of the building. To account for this necessary addition, it is customary to use a factor by which the net square footage is increased, called, variously, “the efficiency,” or “net-to-gross,” or “gross-up” factor for the building.

This can be expressed as a multiplier (like 1.25, a multiplier applied to the net sq. ft. to arrive at the gross) or as a ratio, or percent (like 80%, the ratio of the net sq. ft. to the final gross sq. ft.). Often, we suggest using the typical net-to-gross factor of 80% (which equals a multiplier of 1.25). However, note there are many examples of police building design in which a greater or lesser efficiency is achieved. One variable is the use of atriums or greater skin-to-floor-area ratio, which lowers efficiency (if the atrium space is not actually listed in a net allowance). Use of simpler, linear design typically increases the efficiency.

Generally, we recommend that if an atrium is desired, it should be listed in the programmed space, rather than accounted in the net-to-gross factor. This assures that the space is properly accounted for, and also gives a programmatic quantity or functional amount for the atrium area. As a general rule, to allow for various contingencies, it is typical for space programmers to use lower efficiencies in the earlier planning of the building, so that the space layout team (the building designers and architects) are given more latitude to work with. The reader should consult the Space Standards section for a discussion of related terms, including “assignable sq. ft.,” “building core,” efficiency,” “gross sq. ft.,” “net sq. ft.,” and others.

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	Required Now		Required Bld Out Sq. Ft.	Notes / Comments	
				Code	Sq. Ft.		Staff	Qty			
1			City Council								
2			NOTE: The following council space requirements tabulation is based strictly on continuation of the existing style of space.								
3			The issue of needs in a separate council complex is addressed elsewhere.								
4											
5			Private Office - Workstation Requirements								
6			Council Office - Shared	PO-7	270	158	I	270	I	270	
7											
8											
9			Council Chambers Complex								Future requirement is listed in separate building.
10			Dais Area and Presentation	allow	1,000	969	I	1,000			
11			Public Seating Area		4,825	3,785	I	4,825			
12			Standard used: sf per seat	15.0							
13			Capacity assumed (persons)	175							
14			Front / Side access allowance	allow	1,400						
15			Vestibule Allowance	allow	800	421					
16			May be integrated inside the public seating area for additional seating, depending on circulation/access areas								
17			Technical Controls Eqpt	allow	100	90	I	100			
18			Equipment such as control station for television broadcast of council sessions								
19			Kitchen/Coffee Service Room	allow	260	266	I	260			
20			May be removed or reduced depending on optional amenities included in Civic Center program								
21											
22			Other Rooms								Future requirement is listed in separate building.
23			Closed Session Conference	C-6	360	354	I	360			
24			Private Lavatory	allow	90		I	90			
25			Storage-General	allow	240	195	I	240			
26			Storage-Table/Chair	allow	400	409	I	400			
27			Will depend on capacity and decision of amenities with shared use								
28											
29			Subtotal Usable SF			6,647	0	7,545	0	270	
30			Unit Circulation	unit circ-2	10%	incl		755		27	
31			Total Net Sq. Ft.			6,647	0	8,300	0	297	
32											
33											
34			Total City Council			6,647	0	8,300	0	297	
35											
36											
37											
38											
39											

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual			Required Bld Out			Notes / Comments
				Code	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	
40			Office of the City Manager									
41			<u>Private Offices</u>									
42			City Manager	PO-11	400	413	1	1	400	1	1	400
43			Assistant to City Manager	PO-7	270	207	1	1	270	1	1	270
44			Management Analyst	PO-3s	165	166	1	1	165	1	1	165
45												
46			<u>Open Work Areas & Cubicles</u>									
47			Executive Assistant	en-C	64	53	1	1	64	1	1	64
48			Open file area / office equipment / working files	allow	45	incl below	1		45	1		45 Files in secured cabinet
49			Intern	en-C	64	53	0	0	0	1	1	64 Contingency workstation, currently an "open" cubicle
50			Copy / Print Area	print-3	30	22	1		30	1		30
51												
52			<u>Other Rooms</u>									
53			City Manager File Room	allow	120	93	1		120	0		0 Move to Centralized File Room for future
54			Storage / Supply Room	allow	60		1		60	1		60 Department use, but shared with City Attorney iff/as needed
55												
56			Subototal Usable SF			1,007	4		1,154	5		1,098
57			Unit Circulation	unit circ-5	25%	254			289			275
58			Total Net Sq. Ft.			1,261	4		1,443	5		1,373
59												
60												
61			Total City Manager			1,261	4		1,443	5		1,373
62												
63												
64			Office of the City Attorney									
65			<u>Private Offices</u>									
66			City Attorney	PO-7	270	204	1	1	270	1	1	270 Shared office, includes space for law library
67												
68			<u>Other Rooms</u>									
69			Storage / Supply Room									
70			Space shared with Office of the City Manager as noted in section above									
71												
72			Subototal Usable SF			204	1		270	1		270
73			Unit Circulation	unit circ-5	25%	39			68			68
74			Total Net Sq. Ft.			243	1		338	1		338
75												
76												
77			Total City Attorney			243	1		338	1		338
78												
79												

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	ired Now		Required Bld Out		Notes / Comments	
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff		Qty
80			Management Services									
81			<u>Private Offices</u>									
82			Deputy City Manager and Director of Mgmt Svcs	PO-7	270	269	I	I	270	I	I	270
83			Human Resources/Risk Manager	PO-3s	165	147	I	I	165	I	I	165
84			IT Manager	PO-3s	165	183	I	I	165	I	I	165
85			Management Analyst (Broadcast/Media Coordinator)	PO-3s	165	162	I	I	165	I	I	165
86			Contingency Office	PO-3s	165			0	0		I	165
87												
88			<u>Open Work Areas & Cubicles</u>									
89			Human Resources Technician	en-C	64	53	I	I	64	I	I	64
90			Administrative Secretary	en-C	64	53	I	I	64	I	0	0 Future need listed with Shared Areas at the end of these data sheets.
91			IT Intern	en-C	64	53	I	I	64	2	2	128 Responsible for GIS
92			IT Helpdesk	en-C	64	63	I	I	64	I	I	64
93			IT Network Analyst	en-C	64	63	I	I	64	I	I	64
94			IT Business Analyst	en-C	64	63	I	I	64	I	I	64
95			IT Chief Information Officer	en-C	64	63	I	I	64	I	I	64
96												
97			Open File Area	allow	80	43		I	80		I	80 Locate near HR Tech and Secretary
98												
99			<u>Other Rooms</u>									
100			IT Server Room	allow	240	240		I	240		I	240 Includes storage space; controlled access
101			Work Room - Computer repair & configuration, etc.	allow	120			I	120		I	120 Attached but separate from Server Rm; controlled access
102			Storage / Supply Room	allow	60			I	60		I	60 Dedicated department use
103			File room (see City Clerk, below)									
104												
105			Subototal Usable SF			1,455	I	I	1,713	I	I	1,878
106			Unit Circulation	unit circ-5	25%	482			428			470
107			Total Net Sq. Ft.			1,937	I	I	2,141	I	I	2,348
108												
109			Total Management Services (no City Clerk)			1,937	I	I	2,141	I	I	2,348
110												
111												
112												
113												
114												
115												
116												
117												
118												
119												

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	ired Now			Required Bld Out			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
120			Management Services – Office of the City Clerk										
121			Primary Office Areas										
122			<u>Private Offices</u>										
123			City Clerk	PO-7	270	206	I	I	270	I	I	270	
124			Assistant City Clerk	PO-3s	165	138	I	I	165	I	I	165	
125													
126			<u>Open Work Areas & Cubicles</u>										
127			Executive Assistant and Council Liaison	en-C	64	47	I	I	64	I	I	64	
128			Records Specialist										
129			Open File Area / Collating Island (files beneath)			131		I	168		I	168	
130			3-drawer lateral file cabinets	lat file	15			8			8		
131			8' work counter for agenda preparation	ctr-In ft	6			8			8		
132													
133			<u>Other Rooms</u>										
134			Storage / Supply Room	allow	60	0		0	0		I	60	Dedicated department use
135			Copy Room	cop-4	180	136		I	180				Includes space for packet preparation
136			Distributed, shared copy rooms are programmed for the future. See Shared Areas for tabulation of future space needs										
137													
138			Original Records (for minutes and official council record)	allow	40	27		I	40		I	40	Assumed to remain separate from the central file room for
139			Can combine w/ archive space, but fire security is required.										the purposes of this space table.
140													
141			<u>Central File and Records Management Room</u>										
142			Enclosed Fire-Secure Room	allow	120	27		I	120		I	120	Locked, steel fire door
143			Includes real property records, resolution minutes and agendas, cash securities, and others										
144			Room to be secured, but key card accessible from within the Centralized File Room below										
145													
146			Centralized File Room (design as one large room with the above "enclosed fire-secure room" as a separate, but attached space.)										
147			Second Floor Archives Room - City Clerk	allow	240	145		I	240		I	240	High density file system is assumed.
148			Second Floor File Room - Management Services	allow	120	100		I	120		I	120	File room is 551 sf. The 100 sf share is estimated.
149			Second Floor File Room - Community Services	allow	30	[451]		I	30		I	30	File room is 551 sf. The 451 sf share is estimated.
150			Note: the 451 sf is divided as follows: 30 sf to this central file room + 20 sf to the department in the administrative offices + 401 sf to future Recreation Center.										
151			First Floor Public Works Office Files	allow	120	[100]		I	120		I	120	Room is 200 sf; about 100 sf is lateral file cabinets
152			First Floor Public Works Plat Files	allow	120	[100]		I	120		I	120	Room is 200 sf; about 100 sf is plat files
153			Second Floor - City Manager Files (Secured)	allow	90	[93]		0	0		I	90	Some files move to open areas, but still will be secured
154			Development Services File Room	allow	60	[91]		I	60		I	60	Files are currently being scanned. Estimate net result 40 sf.
155			Building Department File Room	incl above		[138]							Added 20 sf contingency space.
156			Planning Department File Room	allow	40	[164]		I	40		I	40	Files are currently being scanned. Estimate 25% of existing
157													space to accommodate future operations.
158			Long-term records management could result in a reduction of required space										
159			Size assumes continued use of high-density filing equipment.										

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	ired Now		Required Bld Out		Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Staff	Qty	
160											
161			Not centralized:								
162			Active files in each department open areas								Varies. See existing administrative offices plan sketches
163			Finance Department file room								Now 224 sf on 2nd floor
164											
165			Subototal Usable SF			957	3		1,737	3	1,707
166			Unit Circulation	unit circ-5	25%	278			434		427
167			Total Net Sq. Ft.			1,235	3		2,171	3	2,134
168											
169											
170			City Clerk Public Counter(s)								
171			Note: Currently the City Clerk (with Management Services) has 2 public counter areas. In the future, counters are programmed by building area. See Shared Areas for the future need.								
172			<u>Second Floor Public Counter</u>								
173			Waiting Area/Lobby/Counter								
174			Public waiting and service area	allow	100	109	1		100	0	0 Future need listed with Shared Areas at the end of these data sheets.
175			Counter area	cntr stn	40	92	2		80	0	0 Future need listed with Shared Areas at the end of these data sheets.
176											
177			Counter Staff Workstations								
178			Records Specialist	en-C	64	47	1	1	64	1	0 Future need listed with Shared Areas at the end of these data sheets.
179											
180			Subototal Usable SF			248	1		244	1	0
181			Unit Circulation	unit circ-5	25%	incl.			61		0
182			Total Net Sq. Ft.			248	1		305	1	0
183											
184			<u>First Floor Public Counter</u>								
185			Waiting Area/Lobby/Counter								
186			Public waiting and service area	allow	300	377	1		300	0	0 Future need listed with Shared Areas at the end of these data sheets.
187			Counter area	cntr stn	40	84	3		120	0	0 Future need listed with Shared Areas at the end of these data sheets.
188											
189			Counter Staff Workstations								
190			Senior Office Specialist	en-D	80	162	1	1	80	1	0 Future need listed with Shared Areas at the end of these data sheets.
191			Larger cubicle allows for adjacent storage & equipment								
192											
193			Subototal Usable SF			623	1		500	1	0
194			Unit Circulation	unit circ-5	25%	incl.			125		0
195			Total Net Sq. Ft.			623	1		625	1	0
196											
197			Total Management Services - City Clerk			2,106	5		3,101	5	2,134
198											
199											

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual			Required Bld Out			Notes / Comments	
				Code	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
200			Community Services										
201			Administrative Offices Core Functions										
202			<u>Private Offices</u>										
203			Director of Community Services	PO-7	270	281	1	1	270	1	1	270	
204			Recreation Program Manager	PO-3s	165	302	2	2	330	2	2	330	
205			Space standard assumes recreation center office space accomodation for meeting with staff										
206													
207			<u>Open Work Areas & Cubicles</u>										
208			Facilities Maintenance Specialist	en-C	64	53	1	1	64	1	1	64	
209			Administrative Secretary	en-C	64	53	1	1	64	1	1	64	
210			Senior Office Specialist			Space is listed below, with Second Floor Executive Area Counter							
211			Contingency Workstation	en-C	64			0	0		1	64	
212													
213			<u>Other Rooms</u>										
214			Storage / Supply Room	allow	60			1	60		1	60	
215			File Room (portion of shared file belonging to Comm Sv	allow	20	451		1	50		1	20	File room is 551 sf. A 451 sf share is estimated.
216			The existing 451 sf is divided as follows: 30 sf to City Clerk central file room (listed with City Clerk) + 20 sf remaining with the department in the administrative offices + 401 sf to future Recreation C										
217			See additional elements transferred to the Recreation Center, listed below.										
218													
219			Subototal Usable SF			1,140	5		838	5		872	
220			Unit Circulation	unit circ-5	25%	854			210			218	
221			Total Net Sq. Ft.			1,994	5		1,048	5		1,090	
222													
223													
224			Administrative Offices Executive Counter / Waiting										
225			This area can be considered a shared area now, but it is staffed by Community Services currently, and the current space is listed here.										
226			<u>Second Floor Executive Area Counter</u>										
227			Waiting Area/Lobby/Counter										
228			Public waiting and service area	allow	400	444		1	400	0	0	0	See "Shared Areas" for future counter requirements
229													
230			Counter Staff Workstations										
231			Senior Office Specialist	en-C	64	83	1	1	64	0	0	0	Assumed to relocate to Recreation Facility in future
232													
233			Subototal Usable SF			527	1		464	0		0	
234			Unit Circulation	unit circ-5	25% incl.				116			0	
235			Total Net Sq. Ft.			527	1		580	0		0	
236													
237													
238													
239													

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	Required Now		Required Bld Out		Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Staff	Qty	
240											
241			Recreation Center Functions								
242			Note: This is included here to clarify assumptions of staff and support area locations.								
243											
244			Staff Areas								
245			Staff Workroom					515		0	
246			Recreation Leader	en-C	64	106	2	2	0	0	
247			Recreation Coordinator	en-C	64	265	5	5	0	0	
248			Inner Circulation	allow	15%						
249											
250			Other Rooms & Areas								
251			Storage / Supply Room	allow	150	151	1	150	0	0	
252			Teen Lounge	allow	750	758	1	750	0	0	
253			Files	allow	400	401	1	400	0	0	
254											
255			Subtotal Usable SF			1,280	7	1,415	0	0	
256			Unit Circulation	unit circ-5	25% incl.			354		0	
257			Total Net Sq. Ft.			1,280	7	1,769	0	0	
258											
259											
260			Total Community Services			3,801	13	3,397	5	1,090	
261											
262											
263											
264											
265											
266											
267											
268											
269											
270											
271											
272											
273											
274											
275											
276											
277											
278											
279											

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	Required Now		Required Bld Out		Notes / Comments	
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff		Qty
280			Finance									
281			Administration								If possible, space should be designed for minimal outside traffic	
282			Private Offices									
283			Director of Finance / City Treasurer	PO-7	270	207	I	I	270	I	I	270
284												
285			Open Work Areas & Cubicles									
286			Administrative Secretary	en-C	64	85	I	I	64	I	I	64
287			Office equipment next to secretary	allow	20			I	20		I	20
288			Contingency Workstation	en-C	64	41		0	0		I	64
289												Open workstation provided
290			Other Rooms									
291			File/Storage Room	allow	240	224		I	240		I	240
292			Room should be secured, but requires frequent access by accounting staff. Room to contain secure cabinets for storage of check stock and other valuables.									Department storage is consolidated into this room.
293			Note that printing is assumed to be accommodated in shared copy islands throughout the facility. See requirements listed under Shared Administrative Offices Areas, below.									
294												
295												
296			Accounting									
297			Private Offices									
298			Accounting Manager	PO-3s	165	145	I	I	165	I	I	165
299			Accountant	PO-3s	165	145	I	I	165	I	I	165
300												
301			Open Work Areas & Cubicles									
302			Accounting Technician	en-C	64	65	I	I	64	I	I	64
303			Consultant Workstation	en-C	64	65		I	64		I	64
304												
305			Subototal Usable SF			977	5		1,052	5		1,116
306			Unit Circulation	unit circ-5	25%	366			263			279
307			Total Net Sq. Ft.			1,343	5		1,315	5		1,395
308												
309												
310			Total Finance			1,343	5		1,315	5		1,395
311												
312												
313												
314												
315												
316												
317												
318												
319												

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	ired Now			Required Bld Out			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
320			Redevelopment / Economic Development										
321			<u>Private Offices</u>										
322			Assistant City Manager and Deputy Exec. Director	PO-7	270	289	I	I	270	I	I	270	
323			Housing Manager	PO-3s	165	143	I	I	165	I	I	165	
324			Management Analyst	PO-3s	165	143	I	I	165	I	I	165	
325			Economic Development Specialist	PO-3s	165	143	I	I	165	I	I	165	
326													
327			<u>Open Work Areas & Cubicles</u>										
328			Administrative Secretary	en-C	64	53	I	I	64	I	I	64	
329			Rehabilitation Loan Consultant	en-C	64	53	I	I	64	I	I	64	Share workstation with Nbd. Pride Paint Coordinator
330			Neighborhood Pride Paint Coordinator			shared w/ above	I		0	I		0	Share workstation with Rehab. Loan Consultant
331			Redevelopment Contract Planner	en-C	64	143	I	I	64	I	I	64	
332			Intern	en-C	64	106	2	2	128	2	2	128	
333													
334			Open File Area / Collating Island (files beneath)			133		I	160		I	160	
335			5-drawer lateral file cabinets	lat file	15			4			4		
336			3-drawer lateral file cabinets	lat file	15			4			4		
337			Workcounter on top of files for layout space	allow	40			I			I		
338													
339			Copy / Print Area	cop-I	60	44		I	60		I	60	Includes copy / print and typewriter
340													
341			<u>Other Rooms and Areas</u>										
342			Storage / Supply Room	allow	60			I	60		I	60	Dedicated department use
343													
344			Vacant Workstations			143			0			0	
345													
346													
347			Subototal Usable SF			1,393	10		1,365	10		1,365	
348			Unit Circulation	unit circ-5	25%	624			341			341	
349			Total Net Sq. Ft.			2,017	10		1,706	10		1,706	
350													
351													
352			Total Redevelopment / Economic Development			2,017	10		1,706	10		1,706	
353													
354													
355													
356													
357													
358													
359													

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	Required Now		Required Bld Out		Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Staff	Qty	
360			Development Services								
361			Administration								
362			<u>Private Offices</u>								
363			Director of Development Services	PO-7	270	236	1	1	270	1	270
364											
365			<u>Open Work Areas & Cubicles</u>								
366			Records System Administrator	en-C	64	158	1	1	64	1	64
367			Senior Office Specialist	en-C	64	53	1	1	64	1	64
368			Administrative Secretary	en-C	64	62	1	1	64	1	64
369			Records Specialist	en-C	64	53	1	1	64	1	64
370			Intern	en-C	64	106	2	2	128	2	128
371			Open File Area	allow	60	48		1	60		60
372											
373			<u>Other Rooms / Areas Shared Across Department</u>								
374			Storage / Supply Room	allow	100	91		1	100		100 Dedicated department use
375			Imaging Room	allow	240	177		1	240	0	0 See Shared Areas for future space requirement
376			Plot / Scan Area	allow	60	56		1	60	0	0 See Shared Areas for future space requirement
377											
378			Vacant Workstations			159					
379											
380			Subototal Usable SF			1,199	7		1,114	7	814
381			Unit Circulation	unit circ-5	25%	413			279		204
382			Total Net Sq. Ft.			1,612	7		1,393	7	1,018
383											
384											
385											
386			Development Services Public Counter								
387			Note: Currently Development Services has one of four public counter areas in the administrative offices. In the future, counters are programmed by building area. See Shared Areas for the future need.								
388			<u>Public Counter</u>								
389			Waiting Area/Lobby/Counter								
390			Public waiting and service area	allow	600	728		1	600	0	0 Future need listed with Shared Areas at the end of these data sheets.
391			Counter area	cntr stn	55	189		6	330	0	0 Future need listed with Shared Areas at the end of these data sheets.
392			Staff Areas behind counter (see Building, below)								
393											
394			Subototal Usable SF			917	0		930	0	0
395			Unit Circulation	unit circ-5	25%	301			233		0
396			Total Net Sq. Ft.			1,218	0		1,163	0	0
397											
398											
399											

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	ired Now		Required Bld Out		Notes / Comments	
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff		Qty
400			Building									
401			<u>Private Offices</u>									
402			Building Official	PO-3s	165	197	1	1	165	1	1	165
403												
404			<u>Open Work Areas & Cubicles - at/behind Public Counter</u>									
405			Building Technician	en-C	64	53	1	1	64	1	0	0 Future need listed with Shared Areas at the end of these data sheets.
406			Building Permit Specialist	en-C	64	53	1	1	64	1	0	0 Future need listed with Shared Areas at the end of these data sheets.
407												
408			Open Equipment Area						140			0
409			Files	file	10	21		2			0	Future need listed with Shared Areas at the end of these data sheets.
410			Printers with storage below	cop-1	60	25		1			0	Future need listed with Shared Areas at the end of these data sheets.
411			Final Plan Area-for plans to be picked up	allow	60	0		1			0	Future need listed with Shared Areas at the end of these data sheets.
412			Circulation (totalled with Unit Circulation below)									Future need listed with Shared Areas at the end of these data sheets.
413												
414			Microfische Room	allow	60	59		1	60		0	0 Future need listed with Shared Areas at the end of these data sheets.
415												
416			<u>Open Work Areas & Cubicles - General Office</u>									
417			County Health Inspector	en-C	64	53	2	1	64	2	1	64
418			Building Inspector	en-C	64	197	2	2	128	2	2	128
419												
420			Open File Area	allow	120	84		1	120		1	120 Provide workcounter on top of file area
421												
422			<u>Other Rooms - General Office</u>									
423			Plan Storage Room	allow	180	138		1	180		1	180 Should be located near public counter
424			Final Plan Storage Room	allow	60	0		1	60		1	60 Should be located near public counter
425												
426			Subototal Usable SF			880	7		1,045	7		717
427			Unit Circulation	unit circ-5	25%	342			261			179
428			Total Net Sq. Ft.			1,222	7		1,306	7		896
429												
430												
431			Code Enforcement									
432			<u>Private Offices</u>									
433			Code Enforcement Supervisor	PO-3s	165	161	1	1	165	1	1	165
434												
435			<u>Open Work Areas & Cubicles</u>									
436			Code Enforcement Officer	en-C	64	106	2	2	128	2	2	128
437			Community Preservation Technician	en-C	64	53	1	1	64	1	1	64
438			Contingency Workstation	en-C	64						1	64
439			Open File Area	allow	40	31		1	40		1	40 Provide workcounter on top of file area

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept.	Orgn	Staff/Rooms/Circulation	Space Standard		Actual			Required Bld Out			Notes / Comments
					Code	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	
440													
441				Subtotal Usable SF			351	4		397	4		461
442				Unit Circulation	unit circ-5	25%	136			99			115
443				Total Net Sq. Ft.			487	4		496	4		576
444													
445													
446				Planning									
447				Private Offices									
448				Planning Manager	PO-3s	165	157	1	1	165	1	1	165
449				Senior Planner	PO-3s	165	314	2	2	330	2	2	330
450				Associate Planner	PO-3s	165	157	1	1	165	1	1	165
451													
452				Open Work Areas & Cubicles									
453				Assistant Planner	en-C	64	53	1	1	64	1	1	64
454				Open File Area	allow	120	81		1	120		1	120
455													Provide workcounter on top of file area
456				Vacant Workstations			53						
457													
458				Other Rooms and Areas									
459				Graphic Production	allow	80	79		1	80		0	0
460				Planning File Room	allow	200	164		1	200		0	0
461													See Shared Areas for future space requirements
462				Subtotal Usable SF			1,058	5		1,124	5		844
463				Unit Circulation	unit circ-5	25%	489			281			211
464				Total Net Sq. Ft.			1,547	5		1,405	5		1,055
465													
466													
467				Contingency Space									
468				Private Offices									
469				Office #1	PO-3s	165	216		1	165		1	165
470				Office #2	PO-3s	165	167		1	165		1	165
471													Locate office #1 and #2 near 1st floor reception, however disperse between
472				Subtotal Usable SF			383			330			330
473				Unit Circulation	unit circ-5	25%				83			83
474				Total Net Sq. Ft.			383	0		413	0		413
475													
476													
477				Total Development Services			6,469	23		6,175	23		3,958
478													
479													

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	Hired Now		Required Bld Out		Notes / Comments		
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff		Qty	Sq. Ft.
480			Public Works										
481			Administration										
482			<u>Private Offices</u>										
483			Director of Public Works / City Engineer	PO-7	270	291	1	1	270	1	1	270	
484			Management Analyst	PO-3s	165	144	1	1	165	1	1	165	
485													
486			<u>Open Work Areas & Cubicles</u>										
487			Senior Office Specialist	en-C	64	106	2	2	128	2	2	128	
488			Administrative Secretary	en-C	64	53	1	1	64	1	1	64	
489													
490			Plot / Scan Area	Listed with Development Services								Future need listed with Shared Areas at the end of these data sheets.	
491			Mail / Copy	Listed with Administrative Offices Shared Areas (below)								Future need listed with Shared Areas at the end of these data sheets.	
492			Open File Area	allow	120	80		1	120		1	120	Provide workcounter on top of file area
493													
494			<u>Other Rooms</u>										
495			Storage / Supply Room	allow	100	253		1	100		1	100	Existing file storage relocated to Centralized File Room
496			Imaging Room	Listed with Development Services									
497													
498			Vacant Workstations			106							
499													
500			Subototal Usable SF			1,033	5		847	5		847	
501			Unit Circulation	unit circ-5	25%	412			212			212	
502			Total Net Sq. Ft.			1,445	5		1,059	5		1,059	
503													
504													
505													
506			Engineering Services										
507			<u>Private Offices</u>										
508			Deputy City Engineer	PO-3s	165	146	1	1	165	1	1	165	
509			Public Works Manager	PO-3s	165	148	1	1	165	1	1	165	
510			Principal Civil Engineer	PO-3s	165	146	1	1	165	1	1	165	
511			Water Quality Specialist	PO-3s	165	150	1	1	165	2	2	330	
512													
513			<u>Open Work Areas & Cubicles</u>										
514			Public Works Supervisor	en-C	64	53	1	1	64	1	1	64	
515			Civil Engineering Associate	en-C	64	53	1	1	64	1	1	64	
516			Engineering Technician	en-C	64	53	1	1	64	1	1	64	
517													
518			Open File Area	allow	60	45		1	60		1	60	Provide workcounter on top of file area
519													

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	ired Now		Required Bld Out		Notes / Comments	
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff		Qty
520												
521			Subototal Usable SF			794	7		912	8	1,077	
522			Unit Circulation	unit circ-5	25%	199			228		269	
523			Total Net Sq. Ft.			993	7		1,140	8	1,346	
524												
525												
526			Traffic Engineering									
527			Private Offices									
528			Traffic Engineer Manager	PO-3s	165	142	1	1	165	1	1	165
529												
530			Open Work Areas & Cubicles									
531			Traffic Engineer Technician	en-C	64	53	1	1	64	1	1	64
532												
533			Other Rooms									
534			Traffic Controller & Monitor Room	allow	120					1	120	
535												
536			Subototal Usable SF			195	2		229	2	349	
537			Unit Circulation	unit circ-5	25%	58			57		87	
538			Total Net Sq. Ft.			253	2		286	2	436	
539												
540												
541			Engineering Field Services									
542			Open Work Areas & Cubicles									
543			Landscape Inspector	en-C	64	106	2	2	128	3	3	192
544			Water Quality Inspector	en-C	64	53	1	1	64	1	1	64
545			Maintenance Inspector	en-C	64	53	1	1	64	1	1	64
546			Observer	en-C	64	53	2	1	64	2	1	64
547												
548			Subototal Usable SF			265	6		320	7	384	
549			Unit Circulation	unit circ-5	25%	74			80		96	
550			Total Net Sq. Ft.			339	6		400	7	480	
551												
552												
553												
554			Total Public Works			3,030	20		2,885	22	3,321	
555												
556												
557												
558												
559												

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	Required Now			Required Bld Out			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
560			Community Policing										
561			Administration										
562			<u>Private Offices</u>										
563			Chief (Lieutenant)	PO-7	270	188	1	1	270	1	1	270	
564			Administrative Sergeant	PO-3s	165	188	1	1	165	1	1	165	
565			Administrative Deputy	PO-3s	165	161	1	1	165	1	1	165	
566			Public Safety Manager	PO-3s	165	156	1	1	165	1	1	165	
567			Patrol Sergeant	PO-3s	165	161	4	1	165	4	1	165	1 sergeant per shift
568			Special Enforcement Team Deputies	SPO-4	180	138	2	1	180	2	1	180	Shared by up to two deputies
569													
570			<u>Secure Reception Area / Public Counter</u>										
571			Public Reception Area	allow	120	note		1	120		1	120	Existing is included in Dev. Svcs. counter area
572			Public Counter / STARS Service Area			188			155			155	
573			Public counter	cntr stn	20			2			2		Allocation allows two people at the counter at one time
574			STARS work space	sws	30			2			2		Space is attached to public counter. Staff are volunteers and part-time
575			Office Equipment behind counter (printer, file, etc.)	allow	40			1			1		
576			Inner Circulation	inner circ	10%								
577													
578			<u>Open Work Areas & Cubicles</u>										
579			Crime Prevention Specialist	en-C	64	158	1	1	64	1	1	64	
580			Community Service Officer	en-C	64	incl above	5	1	64	6	1	64	5 staff in the field; 1 staff in office
581			Motors	en-C	64	149	3	3	192	4	3	192	Locate adjacent to deputy work room
582			Also includes space for community enforcement										
583													
584			Deputy Work / Report Writing Room			318		1	490		1	490	
585			Deputy Workstations	en-A	36		37	9		42	9		Open terminal workstations. Small partitions in between.
586			Communal Space	allow	120			1			1		Locate adjacent to, or in the middle of workstation area
587			Inner Circulation	inner-circ	10%								
588													
589			Investigators				3	0		3	0		No workstation. Based at County facility
590			Investigator Assistant			incl above	1	0		1	0		No workstation. Based at County facility
591													
592			Open File Area	allow	150	104		1	150		1	150	
593			Existing file area includes some storage supplies, which will be moved into a future dedicated storage room										
594													
595			Print Area	print-3	30	incl above		1	30		1	30	
596													
597													
598													
599													

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept.	Orgn	Staff/Rooms/Circulation	Space Standard		Actual			Required Bld Out			Notes / Comments	
					Code	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
600				<u>Other Rooms</u>										
601				Conference Room / Emergency Operations Center	allow	1200			1	1,200		1	1,200	
602				Multi-functional space that serves as a conference and briefing room in most scenarios; however, the space can function as an Emergency Operations Center in emergency type situations.										
603				Includes storage space within allocated square footage for EOC equipment										
604														
605				Break Room / Kitchen			300			300		1	300	
606				Kitchen counter	cof-5	120			1			1		Includes basic kitchen functionality such as sink, refrigerator, oven, Based on 20% of community policing staff
607				Table and seating (per seat)	chair-dine	25			6			6		
608				Added circulation allowance	inner circ	10%								
609														
610				Storage / Supply Room	allow	60	93		1	60		1	60	Existing located on 2nd floor
611														
612				Subototal Usable SF			2,302	60		3,935	67		3,935	
613				Unit Circulation	unit circ-5	25%	665			984			984	
614				Total Net Sq. Ft.			2,967	60		4,919	67		4,919	
615														
616				<u>Locker Room Complex</u>										
617				Total Locker Count										
618				Full Size					40			40		
619				These lockers are to be divided appropriately into male and female locker rooms. To allow for the periodic variations in this division, it is necessary to add an overcount allowance.										
620				Furthermore, the partitions dividing the locker rooms should be designed and constructed so that they can be repositioned if and as the future proportions evolve.										
621														
622				Locker rooms (combined size)										
623				Full-size lockers (24 to 27 inches in width)	locker-3	15			40	600		30	450	
624				Overcount allowance (see note above)	allowance	80			1	80		1	80	
625														
626				Shower Room - Men	shower	50			3	150		3	150	Space includes private areas for changing
627				Shower Room - Women	shower	50			2	100		2	100	Space includes private areas for changing
628														
629				Lavatories & Toilets - Men	allowance	240			1	240		1	240	
630				Lavatories & Toilets - Women	allowance	180			1	180		1	180	
631														
632														
633				Subototal Usable SF			0	0		1,350	0		1,200	
634				Unit Circulation	unit circ-5	25%				338			300	
635				Total Net Sq. Ft.			0	0		1,688	0		1,500	
636														
637														
638				Total Community Policing			2,967	60		6,606	67		6,419	
639														

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual ired Now		Required Bld Out		Notes / Comments			
				Code	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.		Staff	Qty	Sq. Ft.
640			Shared By All Departments										
641				Note: In the following, we assume a building of two floors, and have divided up the shared areas on that basis, for the purposes of arriving at a preliminary building stacking.									
642				The actual design may suggest other block layout approaches, and if so, then these requirements may need to be adjusted accordingly. The counts presented here, however,									
643				represent the aggregate building needs for the administrative offices.									
644													
645			Conference, Training and Meeting Rooms										
646				Note: The program also provides for Civic Center amenities, which include possible community meeting facilities. These facilities would supplement administrative office requirements.									
647				Depending on site layout and building design, it is possible that these conference room requirements below could be reduced by assuming greater city use of Community Center facilities.									
648													
649			Shared Conference Rooms - Main (Public) Floor of Building										
650			Conference Room	C-8	480	363		I	480		I	480	Existing seats 12; on 1st floor at Dev Svcs lobby
651				Seats 18 persons at table with presentation area; seats up to 22 persons if no presentation area									
652													
653			Conference Room	C-4	240	234		I	240		I	240	Existing seats 8 on 1st floor; near reception
654				Seats 8 persons; no separate area for presentations. Should be located near reception for meetings with public visitors									
655													
656			Conference Room	C-4	240	190		I	240		I	240	Existing seats 6 on 1st floor near Public Works
657				Seats 8 persons; no separate area for presentations									
658													
659			Subtotal Usable SF			787	0		960	0		960	
660			Unit Circulation	unit circ-5	25% incl				240			240	
661			Total Net Sq. Ft.			787	0		1,200	0		1,200	
662													
663			Shared Conference Rooms - Upper (Executive) Floor of Building										
664			Conference Room	C-11	720	779		I	720		I	720	Existing seats 18 on 2nd floor; large side area
665				Seats up to 22 persons at table, with presentation area, and side seating for about 12									
666			Coffee Area	cof-3	90	84		I	90		I	90	
667													
668			Conference Room	C-4	240	227		I	240		I	240	Existing seats 6 on 2nd floor, near exec reception
669				Seats 8 persons; no separate area for presentations									
670													
671			Conference Room	C-4	240	213		I	240		I	240	Existing seats 6 on 2nd floor; near CM office
672				Seats 8 persons; no separate area for presentations									
673													
674			Conference Room	C-4	240	208		I	240		I	240	Existing seats 6 on 2nd floor; near RDA Department
675				Seats 8 persons; no separate area for presentations									
676													
677			Training Room										
678			Computer training for 10 to 12	allow	420	330		I	420		I	420	
679													

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual			Required Now		Required Bld Out		Notes / Comments
				Code	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
680													
681			Subototal Usable SF			1,841	0		1,950	0		1,950	
682			Unit Circulation	unit circ-5	25%	incl			488			488	
683			Total Net Sq. Ft.			1,841	0		2,438	0		2,438	
684													
685			<u>Shared Conference Rooms - Listed Elsewhere</u>										
686			Council Conference Room			[354]			Existing listed with council				Existing is on 1st floor. Requirement is listed with Council.
687			Meeting Room / EOC			460			Space programmed as an optional amen				Existing is on 1st floor. Requirement is listed separately.
688			Total Net Sq. Ft.			460	0		0	0		0	
689													
690			Copy / Supply Rooms										
691			Note: Most supply requirements are accommodated at the department level with storage rooms/closets programmed in each department area.										
692			The following accounts for distributed copy areas, with space for collating materials and storage of paper and associated supplies.										
693													
694			<u>Shared Copy Rooms - Lower (public) Floor</u>										
695			Mail / Copy (Existing)	allow	240	190		1	240				Now on 1st floor in Development Services Area
696			Future Mail/Copy Center #1	allow	300						1	300	
697													
698			Subototal Usable SF			190	0		240	0		300	
699			Unit Circulation	unit circ-5	25%	incl			60			75	
700			Total Net Sq. Ft.			190	0		300	0		375	
701													
702			<u>Shared Copy Rooms - Upper (executive) Floor</u>										
703			Copy / Work Room	allow	300	307		1	300				Now on 2nd Floor.
704			Future Mail/Copy Center #2	allow	300						1	300	
705													
706			Subototal Usable SF			307	0		300	0		300	
707			Unit Circulation	unit circ-5	25%				75			75	
708			Total Net Sq. Ft.			307	0		375	0		375	
709													
710			<u>Scanning / Print Production / Large Format</u>										
711			Work / Print Room								1	375	"Actual Sq. Ft." is accounted for in above department listings
712			Imaging Area	allow	160	[177]					1		
713			Plot / Scan Area	allow	90	[56]					1		Includes 1 large format plotter and 1 large format scanner
714			Graphic Production	allow	90	[79]					1		
715			Inner Circulation	unit circ-2	10%								
716													
717			Subototal Usable SF			0	0		0	0		375	
718			Unit Circulation	unit circ-5	25%				0			94	
719			Total Net Sq. Ft.			0	0		0	0		469	
720													

Lake Forest Civic Center
Needs Assessment and Program

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual		ired Now		Required Bld Out		Notes / Comments	
				Code	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
721			Shared File Rooms										
722			Note: Filing rooms are consolidated and programmed with the City Clerk.										
723													
724			Public Lobby and Reception Areas										
725			1st Floor Reception / Lobby / Counter - includes functions for Development Services, Public Works, and City Clerk										
726			Waiting Area/Lobby/Counter										
727			Public waiting and service area	allow	600						1	600	
728			Counter area - development functions	cntr stn	55						5	275	Allows plan review and circulation at counter
729			Counter area - administrative functions	cntr stn	40						4	160	Allows for a 4' counter segment
730													
731			City Clerk Staff - Central Point of Contact										
732			Sr. Office Specialist	en-D	80						1	80	Primary workstation at public counter
733													
734			City Clerk Staff Area Behind Counter										
735			Records Specialist	en-C	64						1	64	Secondary support to the public counter
736													
737			Building Staff Area Behind Counter										
738			Building Technician	en-C	64						1	64	Secondary support to the public counter
739			Building Permit Specialist	en-C	64						1	64	Secondary support to the public counter
740													
741			Open Equipment Area Behind Counter									175	
742			Files	file	10						2		
743			Printers with storage below	cop-1	60						1		
744			Final Plan Area-for plans to be picked up	allow	60						1		
745			Circulation addition		25%								
746													
747			Other Rooms at Counter Area										
748			Microfische Room	allow	60						1	60	
749													
750			Subototal Usable SF			0	0		0	0		1,542	
751			Unit Circulation	unit circ-2	10%				0			154	
752			Total Net Sq. Ft.			0	0		0	0		1,696	
753													
754			2nd Floor Reception / Lobby - includes functions for City Manager, City Attorney, RDA/ED, Management Svcs, Finance, and Community Services										
755			Reception Lobby										
756			Executive Waiting Area	allow	300						1	300	Will be the central point for administrative reception
757			Administrative Secretary	en-D	80						1	80	"Required now" listed with Management Services
758													
759			Subototal Usable SF			0	0		0	0		380	
760			Unit Circulation	unit circ-2	10%				0			38	
761			Total Net Sq. Ft.			0	0		0	0		418	

Lake Forest Civic Center
Needs Assessment and Program

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept.	Orgn	Staff/Rooms/Circulation	Space Standard		Actual	ired Now		Required Bld Out		Notes / Comments
					Code	Sq. Ft.		Sq. Ft.	Staff	Qty	Sq. Ft.	
762												
763				Ad Hoc Communal Spaces								
764				Note: The following areas are to be provided as open spaces distributed through the building roughly on the basis of one area for each 7500 net sq. ft. Accordingly, we have								
765				provided 7 such areas, three on each building level, assuming 2 levels.								
766				Each area may be equipped as conference seating, lounge seating, or flexible work space for ad hoc teaming.								
767												
768				Communal Work Areas - Lower (public) Floor								
769				Area	allow	150			0	0		3 450
770												
771				Subototal Usable SF			0	0		0		450
772				Unit Circulation	unit circ-5	25%				0		110
773				Total Net Sq. Ft.			0	0		0		560
774												
775				Communal Work Areas - Upper (executive) Floor								
776				Area	allow	200			0	0		3 600
777												
778				Subototal Usable SF			0	0		0		600
779				Unit Circulation	unit circ-5	25%				0		149
780				Total Net Sq. Ft.			0	0		0		749
781												
782												
783				Break Rooms								
784				Main Lunch Room			354			470		490 Provide 2nd floor location w/ terrace. Terrace is not included in programmed
785				Food Prep Counter Area	allow	80			1		1	but should be given at least 300 sq.ft. for outdoor area. If terrace cannot
786				Storage	allow	20			1		1	accommodated, then provide on 1st floor with patio.
787				Vending Area	each	20			1		2	
788				Seating	seat	25			14		14	Provides for seating 15% of staff
789												
790				Mothers Room	allow	120			1	120	1	120
791				Distributed coffee rooms								
792				These are provided with conference areas, above.								
793												
794				Subototal Usable SF			354	0		590	0	610
795				Unit Circulation	unit circ-5	25%				148		153
796				Total Net Sq. Ft.			354	0		738	0	763
797												
798												
799												
800												
801												

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual		ired Now		Required Bld Out		Notes / Comments	
				Code	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
802			Fitness Areas										
803			<u>Exercise Facility</u>						0		920		
804			Exercise Station (large)	allowance	90			0			4		
805			Exercise Station (small)	allowance	40			0			8		
806			Multi-purpose open floor area / free weights	allowance	100			0			1		
807			Service (towel, water, trash, etc.)	allowance	60			0			1		
808			Added Circulation Allowance	inner circ	10%								
809			Note that power is required for some workout equipment, and that commercial grade is assumed. Commercial treadmills, for example, require 220v power.										
810													
811			Subototal Usable SF			0	0		0	0	920		
812			Unit Circulation	unit circ-5	25%				0		230		
813			Total Net Sq. Ft.			0	0		0	0	1,150		
814													
815			<u>Lockers / Lavs / Showers</u>										
816			Locker Area - Men										
817			Temporary-use lockers, 18" wide, full height	locker-2	10			0	0		10	100	
818			Circulation / Towel area	allow	60			0	0		1	60	
819													
820			Locker Area - Women										
821			Temporary-use lockers, 18" wide, full height	locker-2	10			0	0		10	100	
822			Circulation / Towel area	allow	60			0	0		1	60	
823													
824			Lavatories - men and women										
825			NOTE: The City has suggested that these facilities be located so they can share use of public lavatories rather than provided dedicated										
826			lavatories for the purpose of supporting the Fitness Facility.										
827													
828			Shower Room - Men										
829			Shower stall / drying area	allow	50			0	0		3	150	Space includes private areas for changing
830			Added circulation allowance / contingency	allow	15			0	0		1	15	May be used for ADA compliance
831													
832			Shower Room - Women										
833			Shower stall / drying area	allow	50			0	0		3	150	Space includes private areas for changing
834			Added circulation allowance / contingency	allow	15			0	0		1	15	May be used for ADA compliance
835													
836			Subototal Usable SF			0	0		0	0	650		
837			Unit Circulation	unit circ-5	25%				0		163		
838			Total Net Sq. Ft.			0	0		0	0	813		
839													
840													
841													

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	ired Now		Required Bld Out		Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Staff	Qty	
842			Building Lavatories and Janitor								
843			First Floor								
844			Public Lavatories	allow	600	626		1		1	600
845											
846			Janitor Wet Room	allow	50	incl.		1		1	50
847			Janitor Building Storage	allow	150	n/a		1		1	150
848											
849			Staff Lavatories	See facilities listed with Police and with City Council Closed Session Conference Room							
850											
851			Subtotal Usable SF			626		0		0	800
852			Unit Circulation	unit circ-5	25%						200
853			Total Net Sq. Ft.			626		0		0	1,000
854											
855											
856			Second Floor								
857			Public Lavatories	allow	800	492		1		1	800
858			Design space so that access is available from the staff shower/locker area								
859											
860			Janitor Wet Room	allow	50	incl.		1		1	50
861			Janitor Building Storage	allow	50	n/a		1		1	50
862											
863			Staff Lavatories	None considered on second floor							
864											
865			Subtotal Usable SF			492		0		0	900
866			Unit Circulation	unit circ-5	25%						225
867			Total Net Sq. Ft.			492		0		0	1,125
868											
869											
870			Total Administrative Offices Shared Areas			5,057	0	7,175	0	13,130	
871											
872											
873											
874			Total Space for Administrative Offices								
875			Total Net Sq. Ft. from above			36,878	152	44,581	155	37,507	
876											
877											
878											
879											
880											
881											

Administrative Offices Data Sheets
Computation of Space

Line	Flag	Dept. Orgn	Staff/Rooms/Circulation	Space Standard		Actual Sq. Ft.	Required Now		Required Bld Out		Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Staff	Qty	
882			Gross Building Elements								
883			<u>Existing Major Building Circulation</u>								
884			Existing corridors, etc.			4,542					
885			Elevator Shafts			144					
886											
887			<u>Existing Mechanical Elements</u>								
888			Electrical Room			248					
889			Mechanical Room #1			72					
890			Mechanical Room #2			71					
891			Elevator Equipment Room			153					
892			Telephone Room #1			111					
893			Telephone Room #2			126					
894											
895			<u>Other Gross Bldg. Elements</u>								
896			Mechanical Shafts, Exterior Wall Thicknesses, Etc.			1,701					
897											
898			Projected Gross Building Elements	net to gross	80%				11,145		9,376
899											
900											
901			TOTAL GROSS BUILDING ELEMENTS			7,168			11,145		9,376
902											
903											
904											
905			Total Administrative Offices Gross Sq. Ft.			44,046	152		55,726	155	46,883
906											
907			Net-to-Gross Ratios			83.7%			80.0%		80.0%
908											
909											
910											
911											
912											
913											
914											
915											
916											
917											
918											
919											
920											
921											end of table

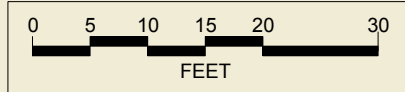
APPENDIX C – FLOOR PLANS OF EXISTING BUILDING



Griffin Structures, Inc.

385 Second Street
Laguna Beach, CA 92651

949-497-9000



Lake Forest Interim City Hall
First Floor

City of Lake Forest

Civic Center Facilities
Needs Assessment



All rooms and areas measured to centerline of bounding walls.

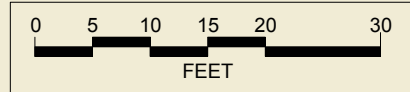
Offices - Net SF	4,313 sf
Other Rooms - Net SF	9,913 sf
Open Reception/Waiting Areas - Net SF	1,184 sf
Open Areas - Net SF	6,048 sf
Open Area Work Stns & Equipment	[2,889 sf] (Typ. Incl. in Open Areas, above)
Open Area Circulation	[4,359 sf] (Typ. Incl. in Open Areas, above)
Non-City Tenant Areas	0 sf
Core Rooms / Bldg. Mechanical	1,211 sf
Core Circulation - Corridors & Stairs	2,915 sf
Other Core	782 sf
Total Gross Sq. Ft.	26,366 sf



Griffin Structures, Inc.

385 Second Street
Laguna Beach, CA 92651

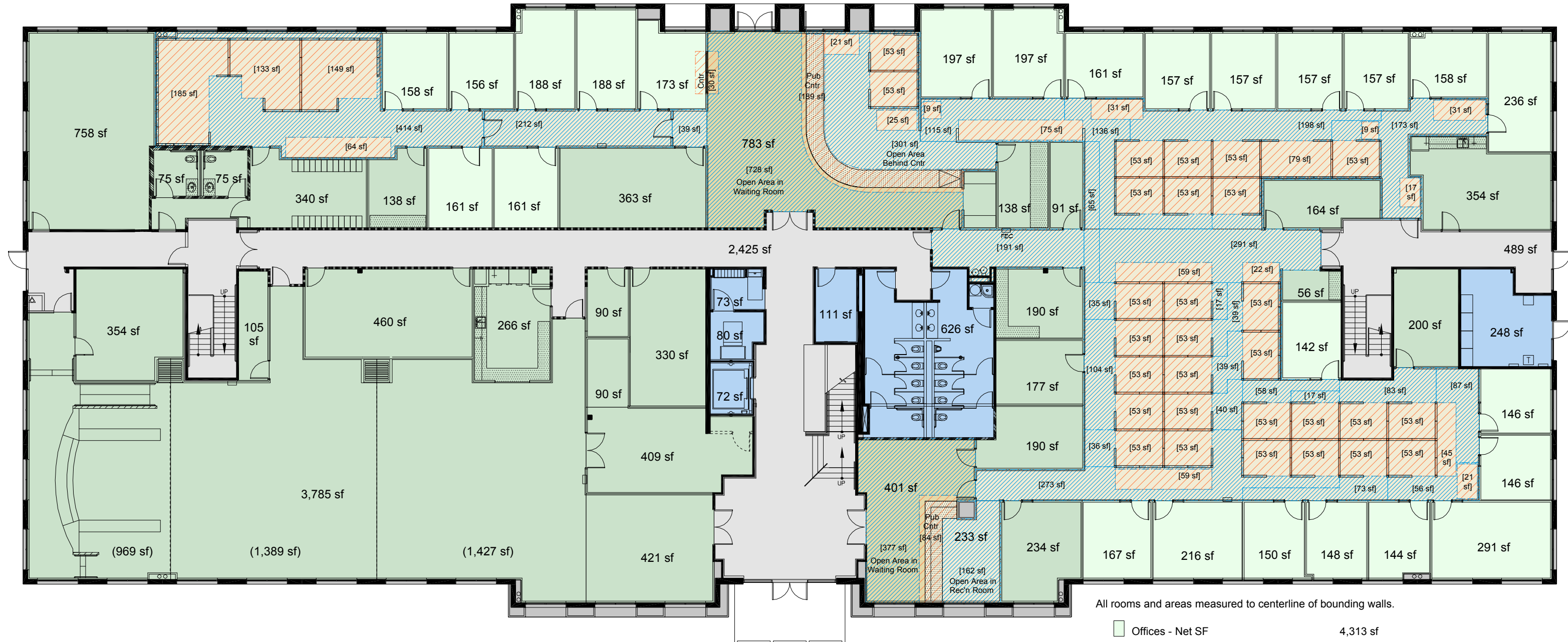
949-497-9000



Lake Forest Interim City Hall
First Floor
With Sizes of All Workstations

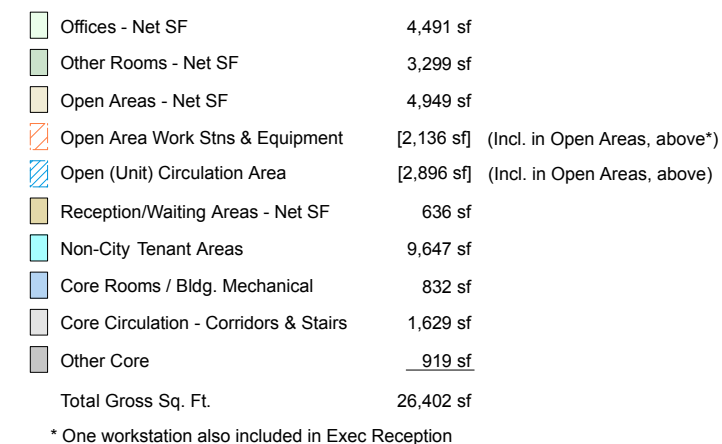
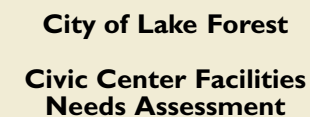
City of Lake Forest

Civic Center Facilities
Needs Assessment



All rooms and areas measured to centerline of bounding walls.

Offices - Net SF	4,313 sf	
Other Rooms - Net SF	9,913 sf	
Open Reception/Waiting Areas - Net SF	1,184 sf	
Open Areas - Net SF	6,048 sf	
Open Area Work Stns & Equipment	[2,889 sf]	(Typ. Incl. in Open Areas, above)
Open Area Circulation	[4,359 sf]	(Typ. Incl. in Open Areas, above)
Non-City Tenant Areas	0 sf	
Core Rooms / Bldg. Mechanical	1,211 sf	
Core Circulation - Corridors & Stairs	2,915 sf	
Other Core	782 sf	
Total Gross Sq. Ft.	26,366 sf	

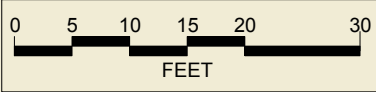




Griffin Structures, Inc.

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**Lake Forest Interim City Hall
Second Floor
With Sizes of All Workstations**

**City of Lake Forest
Civic Center Facilities
Needs Assessment**



All rooms and areas measured to centerline of bounding walls.
Total Gross SF measured to outer perimeter as shown.

Offices - Net SF	4,491 sf
Other Rooms - Net SF	3,299 sf
Open Areas - Net SF	4,949 sf
Open Area Work Stns & Equipment	[2,136 sf] (Incl. in Open Areas, above*)
Open (Unit) Circulation Area	[2,896 sf] (Incl. in Open Areas, above)
Reception/Waiting Areas - Net SF	636 sf
Non-City Tenant Areas	9,647 sf
Core Rooms / Bldg. Mechanical	832 sf
Core Circulation - Corridors & Stairs	1,629 sf
Other Core	919 sf
Total Gross Sq. Ft.	26,402 sf

* One workstation also included in Exec Reception